

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
March 21, 2019
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
Ms. Rodriguez, Ms. Washington (arrived, 12:16
p.m.), Mr. Parker (arrived, 12:19 p.m.)

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:10 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 2/21/19 and Joint Finance, Capital & Community Services Committee Meeting of 2/19/19. Ms. Butts seconded the motion, which passed with four in favor and one abstention by Ms. Washington.

COMMUNICATIONS

Director Thomas acknowledged letters from Marc Stefanski, CEO, Third Federal Savings & Loan, announcing the 2019 Corporate Spelling Bee on September 21, 2019 and recognized the Library as recipient of the Champion Trophy in 2018; Joyce A. Banjac, Ph.D., Notre Dame College, acknowledging the professional service she received from the Library staff to locate holdings of Trusteeship magazines; and Anthony Lis, Professor of Music, South Dakota State University, who made a donation to the Library in gratitude for the excellent research assistance he received from Danilo Milich, Olivia Hoge and Terrence Metter as he was researching the history of the steel guitar.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 480)

REGULAR BOARD
MEETING 2/21/19;
and JOINT
FINANCE,
CAPITAL &
COMMUNITY
SERVICES
COMMITTEE
MEETING OF
2/19/19

Approved

LTRS. FROM:
MARC STEFANSKI,
THIRD FEDERAL
SAVINGS & LOAN;
JOYCE A. BANJAC,
PH.D., NOTRE
DAME COLLEGE;
ANTHONY LIS,
SOUTH DAKOTA
STATE UNIVERSITY

Acknowledged

RESOLUTION TO
ACCEPT GIFTS FOR
THE MONTH OF
FEBRUARY 2019

Approved

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Board receives gifts of moneys, library service materials and technology resources from generous citizens from time to time; and

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of February of 2019; now therefore be it

RESOLVED, That the gifts described in the Gift Report for February of 2019 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Authorizing Second Amendment to the Preliminary Agreement with JKURTZ Architects LTD for Design Services for the Martin Luther King, Jr. Branch of the Cleveland Public Library

(See pages 481-526)

Mr. Seifullah moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On June 15, 2018, the Board of Trustees of the Cleveland Public Library approved the selection of SO-IL + JKURTZ as the top-ranked, most qualified firms to provide design services for the design and construction of the new Martin Luther King, Jr. Branch, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, On August 9, 2018, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a preliminary agreement in an amount not-to-exceed \$110,025, including reimbursable expenses, with SO-IL + JKURTZ to perform research, feedback, and development coordination phase; and

WHEREAS, On February 21, 2019, this Board authorized the Library to amend the preliminary agreement to include schematic design services through March 31, 2019 in an amount not-to-exceed \$44,200 which JKURTZ agreed to provide as a credit to the Library; and

RESOLUTION
AUTHORIZING
SECOND
AMENDMENT TO
THE
PRELIMINARY
AGREEMENT
WITH JKURTZ
ARCHITECTS LTD
FOR DESIGN
SERVICES FOR
THE MARTIN
LUTHER KING,
JR. BRANCH OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

WHEREAS, SO-IL + JKURTZ have submitted a proposal for the architect fees to complete schematic design through June 30, 2019 in the amount of **\$409,285.00**. The Library and JKURTZ & SO-IL continue to negotiate the final architect agreement and the Library estimates that negotiations will be complete in time to present a final agreement for this Board's approval at the April 2019 Board meeting; and

WHEREAS, The Library desires to enter into an amendment to the preliminary agreement for the completion of schematic design services to be performed through June 30, 2019 to allow the Library and SO-IL + JKURTZ to continue working on the design of the new Martin Luther King, Jr. branch and coordinating with Developer while negotiating the final architect agreement with the Library; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute a second amendment to the preliminary agreement with JKURTZ Architects Ltd., in an amount not-to-exceed **\$409,285.00**, upon such terms and conditions as are approved by the Library's Chief Legal Officer, and such other documents as are necessary or appropriate to effectuate the preliminary agreement in accordance with this Resolution, with the expenditure being charged to the Building and Repair fund account 40176705-55300-10767(Construction/Improvements).

Resolution Authorizing Agreement with Kastner Westman & Wilkins, LLC for Legal Services Related to Upcoming Labor Negotiations

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Cleveland Public Library and the Service Employees International Union (SEIU), District 1199, are parties to a collective bargaining agreement that will expire on December 31, 2019; and

WHEREAS, Kastner Westman & Wilkins, LLC (KWW) has proposed to assist the Library in the upcoming labor

RESOLUTION
AUTHORIZING
AGREEMENT
WITH KASTNER
WESTMAN &
WILKINS, LLC
FOR LEGAL
SERVICES
RELATED TO
UPCOMING
LABOR
NEGOTIATIONS
Approved

negotiations with SEIU; and

WHEREAS, KWW has extensive experience representing public libraries in Ohio in a broad range of labor and employment matters and has represented such local libraries as Cuyahoga County Public Library, Stark County District Library, Rocky River Public Library, and Shaker Heights Public Library. KWW also represented the Cleveland Public Library during fact-finding in 2004; and

WHEREAS, KWW has offered to reduce its hourly fees to the same level that the Library currently pays to Ogletree, Deakins, Nash, Smoak, & Stewart, P.C. for other employment-related legal services. KWW's discounted hourly rates are \$270 for partners, \$150 for associates, and \$130 for paralegals; and

WHEREAS The Library Administration believes that it is in the Library's best interests to retain the services of KWW for assistance with the upcoming labor negotiations with SEIU; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees, to enter into an agreement with Kastner Westman & Wilkins, LLC for legal services in connection with labor negotiations with SEIU at the fees set forth in this Resolution for a total amount not-to-exceed Fifty Thousand Dollars (\$50,000), which expenditure shall be charged to General Fund Account 11400053-53710 (Professional Services), and which agreement shall be subject to the approval of the Chief Legal Officer.

Resolution Authorizing Third Amendment with the Chilcote Law Firm LLP for Legal Services Related to the Martin Luther King, Jr. Branch of the Cleveland Public Library

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 19, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library Administration to enter into an agreement with the Chilcote Law Firm LLP ("Agreement") in an amount not to exceed \$50,322.50, in order to negotiate a development agreement with University Circle City Center LLC ("UC3")

RESOLUTION
AUTHORIZING
THIRD
AMENDMENT
WITH THE
CHILCOTE LAW
FIRM LLP FOR
LEGAL
SERVICE3S
REELATED TO
THE MARTIN
LUTHER KING,
JR. BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

for the relocation and construction of a new Martin Luther King Jr. library branch as a part of UC3's overall development project in University Circle; and

WHEREAS, On September 15, 2016 and September 21, 2017 this Board approved amendments to the Agreement in the amount of \$25,000.00 each to provide additional legal services relating to the relocation and construction of the new Martin Luther King, Jr. branch, thus bringing the total fee under the contract to an amount not-to-exceed \$100,322.50; and

WHEREAS, As the Library moves forward with the design and eventual construction phases of the library branch in coordination with the surrounding development, additional agreements and transactions will need to be negotiated, including a revised development agreement, construction agency agreement, and reciprocal easement and operation agreement; and

WHEREAS, The Chief Legal Officer would like to continue to retain the Chilcote Law Firm LLP, and is requesting authority to continue to engage the Chilcote Law Firm LLP for up to an additional \$25,000, which the Chief Legal Officer views as reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or the Chief Legal Counsel to enter into an amendment to the agreement with the Chilcote Law Firm to provide additional legal services in connection with the Martin Luther King Jr. branch relocation project in an amount up to \$25,000.00, for a total contract amount not-to-exceed \$125,322.50, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution to Engage L.A.N.D. Studio, Inc. to Organize 2019 See Also Program

(See pages 527-571)

Mr. Seifullah moved approval of the following resolution. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

RESOLUTION TO
ENGAGE L.A.N.D.
STUDIO, INC. TO
ORGANIZE 2019
SEE ALSO
PROGRAM
Approved

WHEREAS, The Board of Trustees of the Cleveland Public Library receives a generous annual grant from the Cleveland Foundation for the Lockwood Thompson Memorial Fund; and

WHEREAS, One of the goals of the grant is to support, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, The Library desires to engage L.A.N.D. Studio, Inc., to organize the spring 2019 annual program, "See Also", which began in 2010, and which brings contemporary public artwork to the Eastman Reading Garden on a temporary basis to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

WHEREAS, L.A.N.D. Studio, Inc. has presented the attached proposal for the spring 2019 See Also temporary public art program, at a cost not-to-exceed \$80,000; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc., for the spring 2019 See Also temporary public art program, in an amount not-to-exceed \$80,000, which shall be charged to the Lockwood Thompson Fund Account: 22880103-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Aaron Mason, Director, Outreach & Programming Services, introduced Greg Peckham, Executive Director and Erin Guido, Project Manager, L.A.N.D. Studio, who shared information about the art installation and the artist.

Mr. Peckham stated that for 150th anniversary of the Cleveland Public Library, the Library asked for a special interactive, bright, and bold experience for the day-long celebration on July 27th with the following priorities:

PRIORITY 1: July 27th all day and evening celebration

PRIORITY 2: Have a presence in the Eastman Reading Garden that continues beyond the weekend celebration.

PRIORITY 3: Create a "teaser" installation inside the library to be installed before the reveal of the outdoor artwork

Mr. Peckham gave background on the artist Cyril Lancelin, a France-based architect and art director who heads a creative studio called Town and Concrete in Leon, France.

Mr. Peckham shared information about the installation's fabricator Inflatable Images. Inflatable Images is the Cleveland based premium outdoor advertising company offering the most innovative custom inflatables.

Ms. Guido stated that the installation would consist of seven pieces of inflatables with LED lighting and gave detailed descriptions of each including their sizes and how they fit into the Reading Garden.

In response to Ms. Rodriguez' inquiry, Ms. Guido explained that the inflatable is made of a coated nylon that can be repaired if torn. This durable fabric is also fire retardant.

Discussion continued about indoor and outdoor installation as well as time necessary to inflate and deflate the inflatables.

Mr. Peckham reviewed the following timeline:

- March: Board concept presentation
- March-April: Design finalization (working with Inflatable Images)
- April-June: Fabrication
- June: Installation of indoor artwork
- July 25th/26th: Installation of outdoor artworks
- July 27th: CPL 150th Celebration
- July-Sept/October: Artwork installation on display at CPL

In response to Mr. Corrigan's inquiry, Ms. Guido believes that the artist will be at the installation and

**FISCAL
OFFICER'S
REPORT**

Submitted

would possibly be interested in visiting a couple of schools as a part of outreach programming.

**REPORT ON
INVESTMENTS**

Submitted

Fiscal Officer's Report

(See pages 572-581)

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**

Submitted

Report on Investments

(See page 582)

**REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SAFE,
WARM AND DRY
CONSTRUCTION
PROJECT**

Submitted

Report on Conference and Travel Expenditures

(See pages 583-584)

Report on Expenditures Made from the Owner's Contingency
Fund for Safe, Warm and Dry Construction Project

(See pages 585-590)

**REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SOUTH
BRANCH
RENOVATION
PROJECT**

Submitted

Report on Expenditures Made from the Owner's Contingency
Fund for South Branch Renovation Project

(See page 591)

Report on Expenditures Made from the Owner's Contingency
Fund for Lakeshore Facility Roof Replacement Project

(See page 592)

**REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR
LAKESHORE
FACILITY ROOF
REPLACEMENT
PROJECT**

Submitted

HUMAN RESOURCES COMMITTEE REPORT

In Mr. Hairston's absence, Ms. Washington presented the following report.

Regular Employee Report

(See pages 593-595)

Ms. Washington moved approval of the Regular Employee Report. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Report on Paid Sick Time Used by the Month

(See page 596)

**REGULAR
EMPLOYMENT
REPORT**

Approved

**REPORT ON PAID
SICK TIME**

Submitted

Employee Demographics (EEO-4) Report

(See page 597)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
SubmittedInsurance Summary Report

(See page 598)

INSURANCE
SUMMARY
REPORT
Submitted**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Resolution to Amend Policy on Internet and Computer Use
and Policy on Patron ConductRESOLUTION TO
AMEND POLICY
ON INTERNET
AND COMPUTER
USE AND
POLICY ON
PATRON
CONDUCT
Approved

Mr. Corrigan moved approval of the following resolution.
Mr. Seifullah seconded the motion, which passed
unanimously by roll call vote.

WHEREAS, Library policies are revised periodically to
conform with recommendations from the Library's
Leadership Team and changes in the law; and

WHEREAS, Current library policies that place
restrictive time limits on the use of public computers
were written when the Library offered fewer computer
resources and the patrons we served owned fewer personal
devices; and

WHEREAS, To remove barriers to learning and better
connect people with the resources they need to build
readiness for opportunity, the Leadership Team
recommends that the current two-hour-per-day time limit
on the use of public computers be lifted; now therefore
be it

RESOLVED, That the Board of Library Trustees adopt a
revised Policy on Internet and Computer Use, effective
April 1, 2019, which strikes the language "patrons are
limited to two hours of use per day on the public
computers managed by reservation software, regardless of
the number of library cards used or Cleveland Public
Library locations visited," and be it further

RESOLVED, That the Board of Library Trustees adopt a
revised Policy on Patron Conduct, effective April 1,
2019, which strikes Section 1.20: "Exceeding the 2-hour

per day time limit on use of computers managed by reservation software."

Mr. Corrigan stated that this item was discussed at length at Joint Finance, Capital & Community Services Committee Meeting and thanked CJ Lynce, TechCentral Manager, for his observation and leadership on this issue.

RESOLUTION TO
OFFICER A
FOOD FOR
FINES PROGRAM
Approved

Resolution to Offer a Food for Fines Program

Mr. Corrigan moved approval of the following resolution. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Cleveland Public Library has long supported the Greater Cleveland Food Bank's Harvest for Hunger campaign, joining other organizations in northeast Ohio to collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The staff CPL FIT Committee recommends that the Library once again sponsor a program for library patrons that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, Procedures to implement the program will be developed by administrative staff; now therefore be it

RESOLVED, Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from April 1-30, 2019, in support of the Greater Cleveland Food Bank's ongoing efforts to address hunger and food insecurity in northeast Ohio.

Trustee Corrigan cautioned staff that this program might cause confusion with the public. The Library has been receiving a tremendous amount of publicity for the recent announcement about eliminating overdue fines starting July 27, 2019. He advised staff to work on a communications plan that would explain how a food for fines program would benefit patrons now, prior to the start of going fine free.

Comparative Statement of Annual Statistics 2018

(See pages 599-605)

Mr. Corrigan noted that the total circulation is up 6% and additional details are available relative to the Main Library and branches. This report provides what we have experienced last year and its predecessor as we collected and finalized those statistics.

Mr. Corrigan noted the decline in computer sessions as a result of the change of environment for computer use, improved skill and the increase in personal devices.

Finally, Mr. Corrigan stated that the Library performs an important bridge in the gap where people are underserved for broadband and other internet services.

Monthly Activity Report

(See pages 606-611)

Mr. Corrigan stated that Main Library circulation is up 30% from last year.

Timothy Diamond, Chief Knowledge Officer, stated that it is important to keep in mind that automatic renewals began last year in April. Automatic renewals have spiked the Library's circulation. If patron do not renew materials themselves, they will automatically renew up to five times pending that there are no other requests pending for that materials.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, gave an update on the façade cleaning for Main and LSW and stated that this process will significantly enhance the stone on our buildings. The façade cleaning should be complete by the first week in May.

Mr. Swetel stated that design will soon be complete for the Eastman Reading Garden project as preliminary estimates are coming in.

The closeout process for South Branch and other Safe, Warm & Dry Projects continue as warranties are collected, training sessions, etc.

COMPARATIVE
STATEMENT OF
ANNUAL
STATISTICS 2018
Approved

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

Mr. Corrigan stated that the fountain in the Eastman Reading Garden is almost 25 years old and asked if our maintenance process has required any major redo of plumbing.

Mr. Swetel confirmed that there is no maintenance required at this time.

**SAFE, WARM
AND DRY
UPDATE**

Presented

Safe, Warm and Dry Update

The Safe, Warm and Dry Update was included in the Building Status Update.

**ADVOCACY
TASKFORCE
UPDATE**

Presented

Advocacy Taskforce Update

Ms. Washington stated that under Governor DeWine's administration, it is proposed that the Public Library Fund remain at the same level with the slight increase in last year's budget. There is work to be done in the legislative process to ensure that that is maintained. With Lt. Governor John Hustead's focus on workforce development, libraries are seen as a central part of that as well. Whether it is through our consultant Tim Cosgrove or the Metro Directors' consultant, it would probably be good for someone to give a policy legislative update to the Board.

Director Thomas confirmed that Mr. Cosgrove will be in attendance at an upcoming Regular Board Meeting.

Director Thomas stated that Governor DeWine will probably be the most "pro-library" than we have ever had and has already confirmed that he will be the guest speaker at OLC Legislative Day at the Statehouse, April 9, 2019.

**FOUNDATION
BOARD
UPDATE**

Presented

Foundation Update

Mr. Corrigan stated that the Foundation was an important part of the Library's kick off for the 150th Anniversary Celebration and they are working hard on the Gala which is scheduled for November 16, 2019.

**DIRECTOR'S
REPORT**

Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas introduced Tana Peckham, Chief Marketing & Communications Officer, who gave an update on CPL150 Anniversary Celebration.

Ms. Peckham's update included but was not limited to the following:

Feb. 27 Campaign Kick-Off

- TV Spots: :30, :15, :10
- TV Appearances
 - 2/28: Jim Donovan Show
 - 3/1: We The People
- Print: ½-page ad in The Plain Dealer, 3/3
- Facebook ads: Week of ¾
- Editorial Board Meetings: Plain Dealer/cleveland.com, Crain's Cleveland Business, and Cleveland Magazine, 3/26
- State of the Library speech @ The City Club
- 150th Anniversary & Fine Free Media Releases
- www.150.cpl.orglive
- The Open Shelf e-Blast and Off the Shelf e-newsletter

BRANCH TOOL KIT

- Window Cling
- Staff Room Sign
- Lapel Pin
- Sandwich Board
- Stickers
- Pop-Up Banners

THE WORLD OF PUPPETS March 23-Nov 30

- :15 TV Spot
- TV Appearances
 - 3/21 @ 9:00am: WOIO Sunny Side Up
 - 3/21 @ 12:00pm: WKYC Live on Lakeside
- 3/15: Media Release
- 3/21: Media Preview, 3-5PM
- 3/22: VIP Sneak Peek @ 6:30PM
- www.150.cpl.org/event page, link to registration
- Social Media Ads
- E-Blast
- Signage: In Process

SIGNAGE: Main Library (in progress)

- Elevator Wraps
- Window Clings

SIGNAGE: Lewis Stokes Wing (in progress)

- Elevator Wraps
- Banners
- Window Clings

Ms. Peckham played the following for the Board: 30 second spot, and Director Thomas' interviews with WOIO Sunny Side Up and WKYC Live on Lakeside.

Ms. Peckham also played the March 21, 2019 interview with Melanie Guzmán McCarter, Project Coordinator, Outreach & Programming Services and Nancy Sander, Puppeteer, on WKYC's Live on Lakeside. This interview highlighted the *The World of Puppets: From Stage to Screen* exhibit and related workshops and programs that runs March 23 through November 30, 2019 in Brett Hall.

Director Thomas presented to the Board *Marilla Waite Freeman: A Life in Pictures, Articles, Letters and Manuscripts*, by Gustavo Arango, Professor, Department of Foreign Languages and Literatures, State University of New York, Oneonta. Miss Freeman served as the Head of the Main Library from 1922 to 1940. Dr. Arango discovered some of her manuscripts at a flea market in Milford, New York. Intrigued by her writings, he set out on a quest to discover more about her. His search led him to CPL's archivist, Ann Marie Wieland, who worked with Rachel Senese in the Cleveland Digital Public Library to connect him with the research materials that make up a substantial part of his book, published earlier this year. Dr. Arango's appreciation for their expert assistance is acknowledged in the introduction.

The Board continued discussion about Ms. Freeman and her many contributions during her tenure at the Library.

Finally, Director Thomas announced June Garcia as recipient of the 2019 Melvil Dewey Medal. This annual award, presented by the American Library Association (ALA) and sponsored by OCLC, that recognizes "creative leadership of high order, particularly in those fields in which Melvil Dewey was actively interested: library management, library training, cataloging and classification, and the tools and techniques of librarianship."

Strategic Plan

Our Mission:

We are "The People's University," the center of learning for a diverse and inclusive community.

Our Strategic Priorities:

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

PUBLIC SERVICES

Programs and Services

Center for Local and Global History Programming

Library Assistant Danilo Milich invited the Western Reserve Historical Society to present their program, "Vehicles of the Western Reserve", in the Center for Local & Global History on February 9th.

Cleveland State University's Special Collections Librarian William Barrow gave a talk on "The Role that Elevation Played in the Layout & Development of Cleveland" on February 23rd.

G.E.D. ASPIRE

Business, Economics and Labor Librarian Susan Mullee taught the GED students about map reading skills on February 4th. Students used weather symbols to indicate the weather for Cleveland and talked about Ohio's physical features' effects on the weather. On February 22nd, Ms. Mullee followed-up with the GED students with their map reading skills, having them look at Ohio, National, and International weather maps while answering weather-related questions.

Paper Making

A group of 15 special needs adults from Disability Services & Ministries of Catholic Charities enjoyed an afternoon of papermaking in the CDPL on February 16th. Fine Arts Manager Pam Eyerdam provided additional art activities.

Poetry Out Loud

The Ohio Center for the Book presented the Poetry Out Loud N.E. Ohio Regional Finals on February 2nd. Director of Main Library & Research John Skrtic, Literature Librarian Evone Jeffries, and OCFB Fellow Kisha Nicole Foster welcomed Chiquita Mullins Lee from the Ohio Arts Council and students from five schools as they competed to advance to the Poetry Out Loud state finals. Two students were chosen to represent Northeast Ohio in Columbus.

International Languages Programming

International Languages hosted ten programs both in-house and off-site. Senior Librarian Caroline Han planned nine of these events which instructed children and adults in Chinese language and culture. Librarian Victoria Kabo planned a regular meeting of Russian Book Club at Memorial-Nottingham Branch. A total of 54 patrons participated in these events.

Knitting at PAL

Knitting meetings were held on February 6th and 20th. There were 6 attendees at the first and 10 attendees at the second meeting. Popular Library Manager Sarah Flinn assisted. Group members are working on both individual projects and blankets that will be donated to Metro Hospital's birthing unit.

2018 Tax Documents

Business, Economics, and Labor Librarian Susan Mullee continued facilitating the supply of city, state, and federal tax products, following-up as needed. The Government Documents staff has also mediated the provision of Ohio tax forms to patrons due to the small supply the library received from the state.

Youth Services Programing

Senior Librarian Lan Gao presented a Valentine's Day Craft Hour at Art Lab. A family of three and a teenager made crafts for Valentine's Day.

Youth Services Manager Annisha Jeffries and Senior Librarian Lan Gao helped OPS Youth Coordinator Erica Marks with Coretta Scott King Award Winning Illustrator Floyd Cooper's visit with the library on February 19th. This event was in partnership with A Cultural Exchange.

Children's Librarian Eric Hanshaw conducted a Dungeons & Dragons program for tweens and teens called Afternoon Adventures; 18 teens joined the programs on February 4th & 20th.

Children's Librarian Erica Hanshaw and Library Assistant Christine Feczkanin conducted several storytimes and Art Lab activities, including a paper heart origami craft and a Football Frenzy program featuring crafts and refreshments.

Beijing Dance Theater

Youth Services Manager Annisha Jeffries, Senior Librarian Lan Gao and Library Assistant, Substitute J.J. Lendl coordinated for about 700 students and educators from St. Mark, Campus International, Scranton, Mary Queen of Peace, Almira, FDR, Miles Park, and Euclid Park schools to see the Beijing Dance Theater perform at Playhouse Square. On February 4th, the performance introduced the audience contemporary Chinese choreography with traditional influences.

Main Library Tours and School Visits

Youth Services Department staff hosted tours for the schools and groups with a total attendance of about 170 students and educators from Youth Sustainability Leadership Program, Lincoln West Science & Health School, Mc² STEM High School, and BARD High School.

CLGH Manager Olivia Hoge gave students from Lincoln West Science and Health School a tutorial on CPL databases and catalog.

The Lending department assisted Youth Services in registering 100-students from MC2 STEM High School for Connect Ed cards. Lending staff pre-registered each student so that they had a card ready as they arrived at the Main Library.

Fine Arts Manager Pam Eyerdam, Special Collections Librarian Ray Rozman, and CDPL Manager Chatham Ewing hosted Digital Special Collections Librarians from Toledo Public Library. They were interested in the workflow of having architectural drawings from the Schweinfurth Collection digitized and other rare items.

Students from the Youth Sustainability Leadership Program visited the library for an informative tour

about our resources and services for use in their final sustainability projects. After a brief introduction, Library Assistant J.J. Lendl guided the group to numerous department including TechCentral, Special Collection, Center for Local and Global History, Map Collection, and Youth Services. He also oversaw a library scavenger hunt.

The Main Library also hosted 35 people from the City of Cleveland Staff Development day, a tour for Cleveland State Urban Studies class of 15 students, and other visitors from around the world.

Main Library Book Clubs

Award Winning Book Club

Literature Library Assistant Michael Haverman hosted his club on February 5th. He and six patrons discussed the *The Vegetarian* by Han Kang.

Books on Tap

CLGH Manager Olivia Hoge hosted the Broads, Books, and Beer discussion at Noble Beast on February 13th. The book was "When they call you a terrorist" by Patrisse Cullors and Asha Bandele.

Brown Bag Book & Movie Club

History Librarian Terry Metter held a Brown Bag Book and a Movie Club program on February 25th. "Team of Rivals" by Doris Kearns Goodwin was discussed and the film *Lincoln*, directed by Steven Spielberg, was screened after the discussion.

Cleveland Public Poetry

Literature Librarian Evone Jeffries hosted the open mic reading series "Poetry of Love" featuring poet Kisha Nicole Foster; there were 10 in attendance on February 14th.

Get Graphic!

Literature Library Assistant Nick Durda hosted, with Valentino Zullo, the Get Graphic program on February 7th on *Book of Genesis* by Robert Crumb; seven patrons attended. The second Get Graphic book discussion was on February 21st on *Patience* by Daniel Clowes; eleven patrons attended.

Main Library Blogs

On the Ohio Center for the Book website, Literature Librarian Evone Jeffries published four articles. Literature Library Assistant Nick Durda added all of the upcoming Literature and Ohio Center for the Book programs to the event calendar on the OCFB Facebook page.

Main Library Outreach

Library Assistant Lisa Sanchez assisted Outreach and Programming staff to host a film discussion at Glenville Branch on February 12th. The panel discussion featured four experts, including local historian James Robenalt and author Don Freeman, discussing *Uptight!* a proto Blaxploitation movie filmed in Hough in 1968.

Ms. Sanchez hosted a program at the South Branch, "Putting Tremont on the Map." The program on February 19th used images from the Photograph Collection to start a conversation with kids about the neighborhood's past, present, and future.

Science and Technology Senior Librarian Jim Bettinger and Government Documents Supervisor Sarah Dobransky were guest-lecturers at Case Western Reserve University on February 14th. Law Professor Dr. Craig Nard asked Ms. Dobransky and Mr. Bettinger to teach patent search strategies to his 400-level Applied Patent Law class. Mr. Bettinger and Ms. Dobransky stressed the additional information available at Cleveland Public Library.

Children's Librarian Eric Hanshaw visited the Center of Parenting group at University Hospitals and modeled storytimes for the parents of infants in the group on February 11th.

Popular Library Manager Sarah Flinn hosted a button making event at the Tri-C drop in art studio Metro 101. The students made protest buttons with slogans from the 1960s-1970s that tied in with the exhibit "Headline News."

Entrepreneurs Unconference

Staff from Science and Technology, Government Documents, and TechCentral participated in the "2019 Entrepreneurs Unconference" held at Sears Think[box] on the campus of Case Western Reserve University with 60 people in attendance. Coordinator Suzi Perez of TechCentral and

Government Documents Supervisor Sarah Dobransky provided several hours of one-on-one information service showing attendees small business resources from the library including *ReferenceUSA* and *Lynda.com*. Ms. Dobransky also demonstrated the *Census Business Builder* website. Science and Technology Senior Librarian Jim Bettinger provided a presentation on the Patent and Trademark Resource Center.

Main Library Displays

Photograph Collection Librarian Brian Meggitt installed a new exhibit featuring images from the Photograph Collection related to the film screenings of *Streetcar City* and the upcoming *Freeway City*. The display will be up through April.

Literature Librarian Evone Jeffries maintained poetry displays in the Literature Department to promote Cleveland Public Poetry open mic reading series for spring. Literature Library Assistant Nick Durda maintained the Get Graphic Book Club for the new series "Comics and the Clinic."

Fine Arts staff Andy Kaplan and Mark Fox Morgan put up a display of books for African American History Month featuring African American artists and musicians.

Literature Library Assistant Michael Haverman created and maintained the table-top theater display with works related to the Cleveland Play House production *Ken Ludwig's Sherwood: The Adventures of Robin Hood*, in production February 2nd to 24th.

Government Documents Library Assistant Alea Lytle created a Valentine's Day display featuring chocolate and its ties to the government (e.g., USDA regulations on milk chocolate products). Government Documents Senior Subject Clerk Erick Walker also created a display for Black History Month featuring prominent black members of Congress.

The Public Administration Library borrowed several titles from Popular for displays highlighting Black History Month, taxes, Valentine's Day, and healthy lifestyles.

Collection Development

The Center for Local and Global History continues several collection projects. Map Collection Librarian Tom Edwards added 52 un-cataloged maps to Sirsi. Photograph Collection Librarian Brian Meggitt created unique IDs and entered basic metadata for over 1,200 photographs from the Cleveland City Hall Collection. Library Assistant Adam Jaenke digitized 168 items for patrons from the Subject Cleveland Collection and Cleveland Picture Collections. For her program "Putting Tremont on the Map" Library Assistant Lisa Sanchez added 48 images to the Digital Gallery with metadata.

During Business, Economics, and Labor Librarian Zachary Hay's departmental floating, he assisted Government Documents with identifying and editing item records for a military history series titled "U.S. Army in World War II." In Social Sciences, Mr. Hay assisted with a donation of sports history books, comparing them with the department's current holdings. Fine Arts & Special Collections Manager Pam Eyerdam met with the Director of Main Library, John Skrtic and others with regard to the Musicarnival CD recordings. The CDs will be transferred to Special Collections, cataloged with a finding aid, and new listening equipment will be purchased.

Special Collections had many items digitized including: *Rubáiyát of Omar Khayyám, the astronomer-poet of Persia* illustrated by Elihu Vedder, 1886; *More tales from the Arabian Nights* illustrated by Willy Pogany, 1915; and 1909 copy of *The Development of Civilization in America* that featured the murals done by Francis Davis Millet for the Cleveland Trust rotunda.

The Public Administration Library transferred titles to several subject departments. PAL also sent many items to be digitized including several maps from the 1800s and early 1900s.

After assisting a patron with Cleveland Mall information Monica Musser scanned the subject files in PAL's collection. This will aid future researchers who are unable to come to the branch to view the files in person.

Gifts

The Photograph Collection received a donation of approximately 50 postcards of Cleveland from the early 1920s.

Special Collections received a donated 1916 copy of *The Game of Draughts by James Hill*.

Research that's Possible Only at Main Library

- Staff helped a patron planning a neighborhood reunion find addresses on their street using Criss-Cross Directories from 1964 and 1965.
- Staff assisted a professor writing about Cleveland's role in the development and popularity of Hawaiian Music in the 1920's and 1930's.
- Staff assisted an author with finding the names of businesses on Coventry Road in Cleveland Heights in the 1960s.
- Staff helped a patron with a neighborhood research project in which she is putting together businesses that were around when she was a child. Staff looked in city directories to locate the addresses. Then using the address staff looked in the Photograph Collection for photographs of the businesses.
- Staff helped a researcher locate information on Kemet Corporation, which eventually lead to the formation of Union Carbide.
- Staff helped a patron find historical images of the Women's Rights Movement from the early 20th century to the mid-1970s. The patron plans to use the images for an academic paper about the impact of women's rebellions throughout the 20th century.
- Staff helped a patron find articles about the murder of her father-in-law. The victim was killed before the patron's husband was born.
- Staff helped two patrons who requested to see the Playhouse Square clipping files held by the Literature Department.
- Architect Sam Little from Philadelphia called in regards to his father's archival collection (Robert A. Little) if some of his mother's designs were included. Librarians found some notations and expect a visit from architectural historians writing a book about women architects in the United States.

- Patron from the University of Pennsylvania requested scans from *Sarh al-mdnun* (1913) of Arabic poetry.
- A visiting artist viewed Audubon's *Birds of America* and the *Viviparous Quadrupeds of North America* (mid-19th century).
- A portrait of chess player Max Judd from the 1892 issue of the *British Chess Magazine* was scanned for the World Chess Hall of Fame exhibit.
- Patron requested a copy from the 1904 and 1906 issue of the *Ohio Architect & Builder* on the article about the Cleveland Union Station and the murals.
- Research request for the 1909 book entitled *The Development of Civilization in America* for a researcher preparing an article for the Great Lakes Titanic Society featuring the artist Francis Davis Millet. Millet died on the Titanic.
- Chess researcher from Venice, Italy requested scans from the 1607 chess manuscript by Damiano entitled *Modo Facile per Imparar Presto de Giocar a Schacchi*. They wish to compare their edition to the CPL copy.
- Patron request about landscape architectural projects by A.D. Taylor. Staff found that Taylor was on the 1903 Group Plan Commission and found a 1916 article in the *Ohio Architect, Engineer and Builder* journal that Taylor worked with the architectural firm of Howell & Thomas.
- Local art consultant requested information about artist Fernando Puma. Staff found his work in European collections.
- Staff helped a patron researching banking and finance in Cleveland during the early 1900s. Resources included many reference collection titles, including several for which the Library has the only copies in Ohio and/or the country.
- A local firefighter came into the Library looking for statistics on the downtown population. Staff was able to give him the information on the past 40 years of Census data including current estimates. The patron is using the information in a presentation to the Chief of Fire for a new station downtown.
- Staff assisted a patron looking for a rare photography book titled "The Solitude of Ravens" by Masahisa Fukase. Cleveland Public Library is the only

Northeast Ohio library (other than the Cleveland Museum of Art's library) to own this book.

- Assisted patron with Stadium City Record research during the time frame 1933-1973. The patron is working on a book concerning Cleveland Stadium.
- A city employee researching Cleveland's rental property occupancy rates was pleased to learn that the exact information they needed could be found in the Library's collection of city directories.
- Assisted patron with Cultural Garden plans found in subject files.
- Assisted patron by scanning and emailing chapters of interest from series of books by National Conference on City Planning. She was pleased that Vol 16 concerning Cleveland was available on the Digital Gallery.

Staff Development

History Librarian Metter attended the Reimagining the Future of Branch Libraries Workshop on February 6th & 7th, the OhioNET Webinar 'Exploring Our State-wide Resources: Ancestry vs. HeritageQuest' on February 13th, and the regular Union delegate meeting on February 20th.

Fine Arts Library Assistant Mark Fox Morgan was trained by CDPL staff on how to make phase boxes. Mr. Fox Morgan is working on a project to review the Special Collections juvenile books, do some conservation and boxing, make new labels, and update bibliographic records. Having him learn to make phase boxes expedites the progress of this project.

Fine Arts Librarian Andy Kaplan attended the Music Library Association (MLA) conference in St. Louis, MO from February 20th -23rd. Mr Kaplan attended several presentations and discussions, toured the St. Louis Public Library, and attended The Public Library Committee meeting, which entailed a survey review sent to public library music librarians to encourage participation in MLA.

Social Sciences Librarian Forest Kilb formed a team and applied for ILEAD Ohio 2019. The team's application was accepted. The program is sponsored by the State Library of Ohio and OhioNET to bring librarians together across fields to address community needs with emerging

technology. Mr. Kilb's team will attend three leadership conferences throughout 2019 (paid for by the State Library of Ohio) and will work together on a project designed to create tools and assist in training librarians in community engagement based upon Asset-Based Community Development (ABCD).

CLGH Manager Olivia Hoge, General Collections Manager Don Boozer, and Government Documents Librarian Sarah Dobransky toured the International Women Air & Space Museum (IWASM) at Burke Lakefront Airport. Mr. Boozer borrowed a display from IWASM. Ms. Hoge and Ms. Dobransky discussed a possible collaboration between CPL and IWASM.

Lending Assistant Supervisor Tracy Isaac and Lending Clerk Lamar Edmondson attended a two-day workshop titled "Re-Imagining Branch Libraries: Getting Started". The workshop was focused on helping to develop guiding principles and a plan for how patrons and staff will experience our services in branches.

Staff throughout the Library continue to receive BookEnds Training in Mental Health Awareness & Bullying Prevention, Circulation, and SIRSI modules. At the end of the month, CPR & AED certification training also became available, and staff began taking those courses.

TechCentral

LibCal Events and Spaces Management

TechCentral Manager, CJ Lynce, and TechCentral Coordinators, Melissa Canan and Suzi Perez are representing TechCentral regarding the rollout of the LibCal events and spaces management system. Meetings were held on February 1 and 20.

Community Outreach

TechCentral Coordinator, Suzi Perez presented regarding TechCentral at the *Great Ideas! Inventors' & Entrepreneurs' Unconference* at Case Western Reserve University's think[box] on February 2.

Ms. Perez also presented on TechCentral services at the *Founders Session* at think[box] on February 22.

Professional Development & Meetings

Library Assistant, Computer Emphasis, Cortney Gatewood attended meeting regarding eSports on February 1, 13, and 22.

TechCentral Manager, CJ Lynce, and Library Assistants, Computer Emphasis, Allison Collins and Michael Credico attended the *Reimaging Branch Libraries* Conference on February 6 and 7.

TechCentral Coordinators, Melissa Canan and Suzi Perez along with Mr. Lynce attended a meeting with Any McMaken and Nancy Mocsiran, Knowledge Office, on February 12 to discuss a survey regarding Digital Literacy Classes.

Mr. Lynce, Ms. Canan and Ms. Perez attended the Major Initiatives Update with Main Managers on February 12.

Ms. Canan and Ms. Perez attended a Webinar on Employment Law on February 13.

Mr. Lynce met with Any McMaken, Knowledge Office, on February 14 to discuss the Edge Assessment Action Plan.

Mr. Lynce met with Chief Marketing & Communications Office, Tana Peckham on February 14 to discuss TechCentral and relevant marketing initiatives.

Ms. Collins attended the *Metal Health Awareness* Bookends Training on February 14.

Mr. Lynce met with Rockport Branch Manager, Forrest Lykins, and Best Buy Teen Tech Center Supervisor, Jill Pappenhagen on February 20 to discuss rearranging technology at the Teen Tech Center.

Library Assistant, Computer Emphasis, Hannah Kohr attended the NEO-RLS Webinar *Library Services for Immigrant and New Americans* on February 20.

Ms. Canan attended the *Circulation* Bookends Training on February 21.

Ms. Collins attended the *Library Advocacy and Marketing Tools* webinar offered by Library 2.0 on February 21.

Mr. Lynce met with Director of Main Library & Research, John Skrtic, on February 26 to discuss TechCentral Succession Planning.

Public Services Technology February 2018

Service Calls and Tickets Summary

Service Calls and Tickets Received: 47

Service Calls and Tickets Resolved: 40

Resolved Main Library Service Calls and Tickets: 27

Resolved Branches Services Calls and Tickets: 13

Service Ticket and Project Detail

- o 9 Tickets - Printer pay station maintenance.
- o 4 Tickets - Cell phone charger maintenance.
- o Bi-weekly Transport of Mobile Makerspace for Branch Demos.
- o Routine maintenance of Tech Central 3D printers.
- o Repair of Lorain and Fleet 3D Printers.
- o Repair of both TC Laser Engravers after Fires.
- o Setup of Property Management iPhones and iPads.
- o VR setup for OPS Esports.

OLBPD

For February 2019, OLBPD circulated 35,361 books and magazines directly to patrons. OLBPD registered 135 new readers to the service. Approximately 643 BARD patrons among 1,495 active users downloaded 12,090 items.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference on February 21st. Consumers were provided updates about the service, including information regarding OLBPD Family Fun and Learning Day 2019, patron satisfaction survey, paperless options for receiving the newsletter, and CPL's 150th anniversary year.

NLS provided some end of year readership statistics for the 2018 federal fiscal year, October 1, 2017 - September 30, 2018.

NLS and its network libraries circulated 13,292,597 talking books; 1,077,640 audio magazines on cartridge;

157,421 braille books; and 127,917 braille magazines. The BARD collection passed the 100,000 book milestone, with 105,091 books and more than 16,000 magazine issues available. The NLS Music collection—the largest offering of braille and audio scores and music instructional material in the world—grew to 24,836 items.

Followers of the NLS Facebook page doubled in one year, to more than 34,000, and page “likes” went up 43 percent. Calls to the NLS toll-free number are way up over previous years, thanks to the ongoing online, TV, and radio outreach campaign. NLS was on track to get about 96,000 calls to its toll-free information number (1-888-NLS-READ) by December 31st. That compares to 8,142 calls in 2017.

OLBPD staff provided information and talks about the service at the Cleveland Metropolitan Office of Transition Services on February 15th; and the Medina County Career Center on February 27th.

The OLBPD adult book club met on February 8th to discuss “My Grandfather Would Have Shot Me” by Jennifer Teege.

BRANCHES

The branch highlight for the month consisted of the Re-imagining workshop maintained on February 6 and 7, 2019.

The workshop

Consisted of Branch Managers, SEIU Executive Board Members, SEIU Delegates, the Leadership of Local 860, and other selected CPL staff who came together for a two-day workshop on Reimagining Branch Libraries. In addition a Principles Committee was formed to build upon what was learned from the workshop when discussing our four principles of staff, technology, facilities, and the collection. These discussions will help us shape our library of the future.

DISTRICT ONE

Eastman - On February 26, 2019, Mr. Knappe held a staff meeting and a staff training exercise that is designed to help with staff evaluations at the end of the year. February 27, 2019, the Adult Book Club, “Cookies and a Book” discussed the book “Saints for All Occasions” by J. Courtney Sullivan. This was the first meeting of the adult book club since last year.

Lorain - In February, Library Assistant Computer Emphasis Peter Roth hosted the Make Your Own Valentine Cookie Cutter, Aw Snap Circuits, and Duct Tape Universe MakerLabs. Branch Staff also presented programs for Thank a Mail Carrier Day, Presidents' Day Jeopardy, African American History Jeopardy, and the 'Brary' Awards (in celebration of the Oscars). Branch Manager Crystal Tancak attended the Second District Community Relations Meeting, the Detroit Shoreway Community Development Organization's 45th Annual Meeting, met with community partners to plan the Human Trafficking Forum in March, and hosted the West Side Collaborative meeting at the Lorain Branch. Library Assistant Computer Emphasis Marlie Hooper and Tancak also attended the Reimagining Branch Libraries two-day workshop at the Main Library.

Rockport - In February, Rockport enjoyed success in several ongoing programs: Tuesday STEM programming administered by Great Lakes Science Center (dissecting owl pellets, making marble runs, constructing and testing catapults, and crafting gliders) reached 15-20 children each week; Wednesday tax preparation by AARP helped about 20 patrons week, and our Kid's Cafe served 35 children per day. Wednesdays this month also brought the TechCentral Mobile MakerSpace programming. Other youth programs included Make a Giant Piano MakerLab, Valentine's Day Button-Making, an open AR/VR Day hosted by the Best Buy Teen Tech Center, Lego Club, and an Art Lab. Rockport also hosted 2 America Reads tutors Monday-Thursday for students K-8th grade. Rockport staff also collaborated on a Blind-Date with a Book display for Valentines Day, created picture book theme sections, and overhauled the magazine collection to make it more user-friendly.

The Best Buy Teen Tech Center focused on creating submissions for the Reach Media Festival. The submissions included Scratch video games, graphic designs, and photos. The BBTTC, with the help of Best Buy Geek Squad members, hosted 2 Frankenstein Camps where members learned about repairing Chromebooks and televisions. There were also 4 Arduino Workshops this month. Daily attendance hovers around 20 members.

Walz - Walz Branch used Black History Month as a theme for its February programming. Ranging from Black History Jeopardy at the Algart Health Care Center to the

children putting paint to canvas in the style of Alma Woodsey Thomas. Black History Trivia made a comeback with daily trivia questions. Our Book club discussed *It Happened on Beale Street*, *The Men We Reaped* and *When I was the Greatest*.

West Park - Meetings with the Kamm's Corners Development Corporation, the YMCA, CPL Operations staff and other local leaders to discuss the future of the branch in the West Park community continued this month. Children's Librarian, Libby Hampton continues to renew and make new contacts with the neighborhood schools, day cares, and support organizations providing storytime and craft programs for children. The Youth staff, and LACE staff met with Assistant Branch Manager, Jamie Lauver to plan branch programming ideas for June/July/August. We consistently served 35-50 children weekdays, after school. Efforts to weed all collections to keep them fresh and facilitate some rearrangement of the branch continued this month. A meeting is schedule with Jeremiah Swetel and his team to discuss shelving moves and the potential for a first floor meeting space. Libby Hampton presented *Fight the Power* to 17 patrons. As part of our YMCA Advisory Board commitment, Jamie Lauver participated in the Y's Day Care Valentine's Day Program by presenting a story time to the children. Manager, Michael Dalby and Jamie Lauver participated in the Reimagining Branch Libraries Workshop.

DISTRICT TWO

Brooklyn - Youth staff LAYE Cathy Hankins and Children Librarian Laura McShane provided outreach and crafts (Valentine's Day and Lunar New Year) Denison schools and teachers. Ms. McShane offered her CPL knowledge to the Metrohealth Patient Family Advisory Committee. The meeting room was utilized by Ohio Occupational Training, and Cuyahoga County Family Services.

Carnegie West - On Wednesday, February 13, 2019 Carnegie West was filled with sound of learning as over 100 children and teachers that came to visit for over a three hour period. Three classes were from Urban Community School and two classes were from Near West Intergenerational.

Adults visited too, en masse, for the Kentucky Gardens annual returning gardeners meeting on Saturday, February 16, 2019. Over sixty gardeners gather annually at Carnegie West to get keys for the garden, sign contracts, review the rules and regulations, and get inspired for another season of organic flower and food production.

Fulton - Children's Librarian Beverly Austin offered activities for the youth: Chinese New Year Craft with dragon puppets and fortune cookies; assisted with Mean Green Science Machine; story-time to Salvation Army with a CPD officer that read as well. Numerous organizations/programs utilized the meeting room: Aspire (ESOL), Sahaja Yoga Meditation Group, Everyday English, North Coast Education, Ohio Guidestone, and Opportunities for Ohioans with Disabilities.

Jefferson - In February, Jefferson Branch continued to host a variety of activities for the youth, like the new Raising Readers story- time on Saturday mornings. Staff continued the Fresh Eyes initiative by purging outdated forms and weeding various collections in the Branch. The Nintendo Switch, purchased with CPL Foundation funds, made its debut to the delight of Branch youth. A display focusing on the Great Migration was one of several in the Branch recognized African American History Month. Also, planned during the month was "Fight the Power," a program based on a curriculum developed by the Rock & Roll Hall of Fame. The Tremont Think & Drink book club discussed *The Sun Does Shine* by Anthony Ray Hinton. AARP Staff provided the first of two tax clinics at the Jefferson Branch. Lastly, participants enjoyed altering photos in the Digital Dark Room Maker Lab.

South - The South Branch hosted a special story-time presented by the Second District Police Officers; they came to the regular Super Sleuth Storytime and read books and provided information on safety to our young patrons. The meeting rooms have also been busy with bookings: various non-profit organizations such as the Tremont West Development have scheduled monthly meetings. The Recording Studio continues to be one of

the most popular spaces with numerous patrons asking for orientation and one on one studio time with LAYE Joel Lefkowitz. Lisa Sanchez from the History Department provided a program called "Putting Tremont on the Map": the patrons were able to see older pictures of the Tremont/Clark area, and drew their own map of what they would like their future neighborhood to look like.

South Brooklyn - South Brooklyn Branch had numerous organizations utilize the meeting room: Greater Cleveland Foodbank offered benefits information; Fruitful in a Desert Place Ministry held weekly coaching for youth; AARP Tax, Councilman Kelley's Ward 13 Democratic Club, and Los Amigos Spanish Class. Children Librarian Ronald Palka-Roman co-hosted Rock & Roll HOF Fight the Power with LAYE Raymond Cruz, hosted a table at Benjamin Franklin with Greater Cleveland Foodbank and Old Brooklyn CDC. Mr. Cruz visited Benjamin Franklin and William Rainey Harper for story-time and craft, created a brilliant MLK, Jr. puppet, and hosted Gamer's Guild (video game club). Assistant Manager Tammy Houghton with DM Luigi Russo attended the 2 day Re-Imaging Branches Workshop.

DISTRICT THREE

Garden Valley - Ms. Csia presented the "Minute to Win It" program using Smart TV and iPad technology to play YouTube videos to demonstrate the game. Young participants played against one another blowing cups off the table with balloons. Mr. Burks continued to assist Mr. Smith with the Chess Club Program. Several adults and teens enjoyed participating as some learned how to play chess for the very first time, while others continue to gain wisdom and insight for improving their skills. On behalf of the Garden Valley Branch, Ms. Csia attended the Community Resource Fair at the Anton Grdina School.

Hough - Long time Library Assistant- Youth Emphasis Joanna Rivera accepted a promotion at the Memorial-Nottingham branch. Interviews were held to fill the vacancy. Library Assistant- Computer Emphasis Romael Young represented the library at the Pre4CLE event at the Cleveland Museum of Natural History to hand out

library information and giveaways. Mrs. Kmiecik also participated in the Re-Imagining Libraries two day workshop.

Martin Luther King, Jr. - Juvenile patrons participated in the "Fight the Power" program which consisted of the influence of rock music and the civil rights movement of the 1960's. The program consisted of a 3 part series to highlight artist and the motivation behind such iconic music. Cleveland Museum of Art students toured the branch in preparation for their curatorial arts mastery program. College Now/Impact 216 continued with its SAT/ACT prep coursework for area teens. Line dance instruction continued with Eric Eubanks.

Prince Foster held his weekly game and anime activities for teens. Outreach to the community continued with Angela Pope Margerum and Eric Eubanks conducted story times at PNC Connect for preschoolers and kindergarteners. Ms. Margerum visited Karamu House for a Black History program centered on poets and authors. Ms. Margerum attended the artist discussion at Main library with Floyd Cooper. Shanell Jones visited Fenway Manor senior building for the monthly book club. The book, "No Disrespect by Sister Souljah" was discussed. Shanell Jones also facilitated a bookends class: Customer Service. Ms. Jones also attended a two-day workshop on reimagining branch libraries.

Sterling - Vernice S. Jackson, President of the Board of Directors and Managing Director of Women in History presented a characterization of Mary Elizabeth Bowser: African-American Union Spy in the Confederate White House. Ms. Jackson appeared at Sterling through the Center for Arts-Inspired Learning. Monica Rudzinski met with Christine Horne, Executive Director of Joseph's Home to launch a new adult outreach initiative - The Sterling Book Bag. Joseph's home serves men experiencing homelessness who are ready to be discharged from a hospital but too frail to recover on the streets or in shelters. The first delivery of DVDs, magazine and books was very well received by the residents. The Sterling Book Bag program currently serves 7 classrooms at Bingham Early Learning Center and is expanding this month to include 8 classrooms at William Patrick Day.

Woodland - For the Month of February, Ms. Brent updated the display window with the title "Black History Month".

In the month of February, Mrs. Muhammad commemorated Black History Month by creating a pictorial collage with the emphasis on Black History greats from the city of Cleveland. Ms. Johnson also assisted the Outreach and Program Services Department and the Cleveland Public Library staff to plan the Cleveland Public Library 150th street festival celebration. Aspire continued to promote Adult Basic Skills Classes for the adult neighborhood patrons. The NEOMED/MetroHealth hosted a wellness screening and the Legal Aid Society of Cleveland hosted a legal clinic.

DISTRICT FOUR

East 131st Street - The month of February was program rich at East 131 - Children's Librarian, Kelli Minter presented a Black History Trivia Program. In addition, The Art Therapy group hosted a Valentine's Day program to celebrate February 14th and its historical meaning. To round out the month, branch clerk, Cathy Jennings hosted a highly requested, well attended slime program.

Other programs offered include: Nutrition Food Classes which started on Thursday, January 17, 2019.

Fleet - Manager, Pasha Moncrief Robinson, created a display entitled, "Get Tech Savvy" to promote the technological books on the collection. Branch Clerk, R-Riana Spivey hosted Family Game Night and Family Movie Night. GED Classes, Ohio Means Jobs, America Reads, and Kids Café services were provided at Fleet Branch. On February 20, Fleet Branch hosted a Black History Month program. Branch Manager, Lori Scurka, lead the audience in singing "Lift Every Voice and Sing" and Pastor Albert Lewis of Fountain of Grace Ministries presented an inspirational speech. Mrs. Robinson attended P-16 Employment Committee Meeting and visited community partners and small businesses in the community promoting adult services and programs. Children's Librarian, Tracie Forfia and LA-Youth Emphasis, Anna Fullmer, were awarded the YALSA/Dollar General Literacy Foundation Summer Learning Grant. The grant offers \$1,000 for teen programming. Ms. Forfia attended the Fullerton and Mound STEM community partners meetings. Tracie Forfia began her work on ALSC's Managing Children's Services Committee Mentoring

Work Group. Bi-monthly, Ms. Forfia will connect with her peers of mentors/mentees to help them reach their project goals. She will work on this project through August.

Harvard-Lee - Throughout the month of February, Harvard Lee held several exciting events. On Saturday a "Bookapalooza" extravaganza was presented in the meeting room where Klumsy Klowen entertained patrons and encouraged girls ages 9-12 to sign up for a book club hosted by the local community organization. A book club meeting was held with a packed house in the Harvard Lee meeting room with old and newly recruited members. The Great Lakes Theater Festival performed *Treasure Island* for a transfixed audience! Patrons of all ages enjoyed a spirited performance. A great time was had by all. Harvard Lee welcomed a new Library Assistant Computer Emphasis, Mr. Eli Schoop, to the family.

Mount Pleasant - Mrs. Scurka was one of the guest speakers at the Murtis Taylor Community Meeting outlining the educational programs that the Cleveland Public Library has to offer. Additionally, Mrs. Scurka attended her monthly *MyCom*, and *Murtis Taylor* Community meetings. As district four continues to focus on branch manager outreach she has begun attending the *P-16* monthly community meeting as well as the *Covenant Community Meeting*. On February 27, 2019 in collaboration with AJ Rickoff Educator, Michael Parks, a projected-based learning experience was maintained entitled "We are Royalty." Students from AJ Rickoff presented timelines, illustrations, and pyramids about being a Pharaoh. Photos and creations are displayed in the branch.

Rice - In February of 2019, Mark Tidrick (LAYE) met with Rice's contact at Ideastream to plan family engagement programming at Rice Branch. Teachers Ms. Williams and Ms. O'Reilly of Intergenerational School brought in two classes each -- in 5th, 6th, 7th, and 8th grades -- for browsing, book borrowing, and computer use. Amiya Hutson and Kristen Schmidt coordinated a brainstorming session with The Cleveland Foundation for the Knight Community Information Lab. Ms. Hutson and Ms. Schmidt attended the two-day Re-imagining Branch Libraries workshop organized by Tena Wilson. A wall was removed near the Service Desk for improved sight lines in the entire branch. With the relocation of the YA books a "Teen Space" was born

(apart from the children's area) that is highly appreciated by the older youth patrons. Finally, a photography training series for teen girls in the Buckeye neighborhood started this month at Rice Branch, due to a partnership with the organization "Shooting Without Bullets" (SWB).

Union - Children's Librarian Tamara Steward attended the Parent Teacher Conference at Miles Park Elementary, maintaining an informational table. Youth staff presented the Making Paracord Survival Bands Maker Lab. Club Create representatives continue to offer after school student art classes which the students really enjoy. The Teen Book discussion group is back and better than ever. This month's book is Dreamland Burning by Jennifer Latham. Ms. Williams attended the 2 day Branch leader's workshop: Re-Imaging Branch Libraries which was held at the Main Library. Ms. Williams attended this month's 4th District Police/Community Safety meeting.

DISTRICT FIVE

Addison - Manager Tonya Briggs attended a Kitchen Table Conversation on Willson Elementary school in preparation of hosting one at Addison. The meeting was similar to Cleveland Public Library's Master Facilities planning. Community members are asked for feedback to help with community technology planning. Ms. Briggs attended a Code.org workshop on February 20 to provide a coding program at Addison. Addison was invited to contribute information about library events in the Ward 7 online newsletter. We regularly email information to the newsletter's editor for posting. Addison has been selected to participate in the Tech Central summer robotics program.

Collinwood - Collinwood Branch staff Tahnisha Roebuck was recognized for 25 years of service, Elizabeth Brown-Patterson was recognized for 30 years of service, and LA-CE, Ericka Smith was recognized for 5 years of service as a Page at the staff CPL GALA. Manager, Caroline Peak with support from our Chief of Marketing, Tana Peckham submitted a published article to the Collinwood Observer highlighting our branch upgrades, announcing the Director's State of the Library, and our upcoming 150th anniversary.

Glenville - The Branch hosted the program "Uptight"; this movie included the filming taken place in the Glenville community back in 1968 during the riots as part of African American History month; the backdrop for the documentary footage of the funeral of Martin Luther King, Jr., was included in the film.

Langston Hughes - The month of February saw the branch continue with the after school chess program for kids. Afterschool programming also included a focus on African American Artists in Cleveland and a program regarding Athletes and Social Justice Issues.

The Cleveland Museum of Art(CMA) met with staff regarding the curatorial program. Youth librarian Christopher Busta-Peck shared information and insights on the branch collection of books and memorabilia about Langston Hughes for student participants in the CMA program on February 28, 2019. Mr. Bradford, branch and district manager, and Mr. Roberts participated in the Re-Imaging The Library two day workshop on February 6th and 7th.

Memorial Nottingham - This month, our branch welcomed Joanna Rivera as the new Children's Librarian. Joanna was a promotional transfer from District Three, Hough Branch. Staff said goodbye to Page, Tarra McSears who resigned.

Black History month was showcased with an activities calendar for youth and adults. One activity, had a prize drawing for best essay on a notable historical figure.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of February the Library hosted approximately 253 programs, many of which focused African-American History Month programming to an offsite performance by the Beijing Dance Theater in celebration of Lunar New Year. The Library offered 58 preschool story times to children throughout the city and continued after-school meal service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch

locations and Main Library; K-8 tutoring will resumed at 13 locations in the month of February.

EARLY CHILDHOOD

The Early Childhood Service Model training officially began on February 20th at the Youth Service meeting. The February meeting was dedicated to helping staff understand the Early Literacy Library Program Assessment (ELLPA) tool created by staff at the Crane Center for Early Childhood Policy and Research at The Ohio State University (CCEC). Staff was asked to complete the ELLPA online by March 1st. After completing the ELLPA the Youth Service staff and their manager will have a meeting to work on improving areas based on the indicators and dimensions on the ELLPA. Each Branch was given a template that was created by CCEC and the Cleveland Public Library to help start the conversation and guide the focus of improving services.

On the Road to Reading completed the first full month of its winter session, serving 24 classrooms weekly and providing both story time and book bag delivery. The pilot bag-only delivery has continued to reach 40 classrooms.

YOUTH

On Monday, February 4, in partnership with Dance Cleveland and Cuyahoga Community College, the library sponsored a student performance by the Beijing Dance Theater (BDT). Students in grades 6-12, came to the Ohio Theater to watch world renowned Beijing Dance Theater perform a contemporary adaptation of Hamlet. Following the 45 minute performance students had the opportunity to ask questions of the performers. Approximately 500 students from 8 CMSD, and 2 parochial schools attended this event.

In partnership with *A Cultural Exchange* bookstore and as part of African American History Month programming, Coretta Scott King award-winning author and illustrator Floyd Cooper visited the Cleveland Public Library on Tuesday, February 19, 2019. Students from Campus International, Shaker Middle School, Case School, Village Prep Woodland Hills, East Preparatory and Waverly Schools were in attendance. Mr. Cooper demonstrated various art techniques while sharing his

professional background timeline of success in the world of literature.

CSU Viking Corps and America Reads tutoring began on Monday, February 4 at Collinwood, East 131, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz and Woodland Branches. Assistance is offered in the subjects of include math, science, history, and language arts, Monday through Thursday, 3-6 p.m. America Reads tutoring is scheduled to continue until May 2019.

The Cleveland Museum of Natural History (CMNH) Family Pass Program is an expansion of a two-year pilot program. Passes for a one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location will receive five passes per month. Fifty additional passes per month will be held in OPS. Passes are valid up to 30 days from the check-out date. During February, 200 passes were distributed to CPL locations.

Club Create, an after-school creative writing program, facilitated by Lake Erie Ink, continued programming at Union Branch and Jefferson Branch during February. Lake Erie Ink's staff visit each location two days a week, engaging youth in creative writing, puppetry and arts, and crafts. Club Create programming has concluded at Union Branch. Services at Jefferson Branch will reconvene in March, continuing through May 2019.

College Now's ImpACT 216, an ACT/SAT prep program resumed classes on Tuesday, January 15 at Main Library. Approximately 7 students have been attending this winter session. Winter classes are scheduled to conclude Thursday, March 14, 2019.

Throughout the school year, the Greater Cleveland Food Bank partners with schools and nonprofit after-school programs to provide children with a nutritious dinner. These healthy meals are delivered daily at no cost to partners. Along with the meals, nutrition education is provided to sites once a month. Each Cleveland Public Library branch and Main Library serves meals after school. The Cleveland Public Library served approximately 11,200 meals in February 2019.

Rainey Institute leads Cleveland Public Library youth patrons in exploring visual art techniques, Get PHIT (Physical health and international training) and dance for ages seven and up. In February Rainey conducted programming at Woodland branch on Tuesdays and Thursdays, they had approximately ten kids in attendance.

Sponsored by the Rock and Roll Hall of Fame and PNC, Cleveland Public Library youth staff were trained in November 2019, to present Fight the Power programs at branch locations, making Rock Hall educational resources accessible to all at the Cleveland Public Library. As a result of this training, various Fight the Power presentations are scheduled throughout Cleveland Public Library, starting in January 2019. Programs are scheduled until May 2019. In "Fight the Power," students will think critically about how rock & roll musicians in the 1960s and early 1970s challenged audiences to consider alternatives and make changes in their communities. Students will listen to and view performances by legendary artists as they are engaged in identifying social commentary in lyrics, performance styles, and historical images. In February the Rice, Walz, Addison, Jefferson, and Fulton Branches as well as our Youth Services department all hosted the Fight the Power program with an average attendance of 6 people per branch.

ADULT

Author Anthony Ray Hinton visited the Main Library on Saturday, Feb. 9, 2019 to share his story of perseverance, hope, and forgiveness. After spending 30 years in prison on death row for a murder he did not commit, Hinton was exonerated and released from prison. His bestselling book *The Sun Does Shine* became a bestseller when Oprah featured it as a book club selection and it is now slated to become a movie through Oprah's production companies. A Cultural Exchange sold out of books, and an estimated 218 people attended.

In honor of the 50th anniversary of its release, a panel discussion examined the 1968 film *Uptight*, which was filmed in Cleveland. James Robenault, author of *Ballots and Bullets*, described the film in relation to race relations at the time, and film expert Josiah Howard explained the film's prominent role in the

Blaxploitation genre. Local connections Don Freeman and Mutawaf Shaheed provided context and additional background regarding the happenings in Cleveland around the time the movie was filmed. The event took place at Glenville Branch on February 12, with 42 people participating and grateful for boxed lunches. Copies of Mr. Robenault's and Mr. Freeman's books were also sold and signed.

On February 23, Literary Cleveland offered the first of a two-part writing series based on *Citizen: An American Lyric* as part of The Big Read community program led by the Center for Arts-Inspired Learning.

STAFF

On February 1, OPS Coordinators Sherri Jones and Shayna Muckerheide attended the 2019 Northeast Ohio Conflict Resolution Youth Symposium: Developing Community Leaders for Social Justice at Tri-C Metro. The keynote speaker was City Councilman Basheer Jones, and educators and students discussed ways they could better connect within and improve their communities.

The Cleveland Arts Education Consortium held a Special Needs and The Arts Presentation at the Cleveland Public Library on February 12, 2019. Melanie McCarter and Leslie Barrett were in attendance. The Cleveland Arts Education Consortium's mission is to work as a partnership to promote and strengthen art education in Northeast Ohio and advocate on behalf of arts learning for people of all ages and circumstances.

OPS staff, Shayna Muckerheide, Deborah Hajzak, Leslie Barrett, Rhonda Pai, Erica Marks, and Aaron Mason participated in a two-day workshop; RE-Imagining Libraries. Various Cleveland Public Library employees were involved, providing thoughts and opinions on how to improve library services for patrons and staff in the branches. June Garcia and Sandra Nelson led this workshop.

FACILITY USE

During the month of February the total number of requests for Louis Stokes Wing, Learning Commons was 121 with an estimated total attendance of 1647.

Lake Shore Facility meeting rooms were requested 23 times. Branch reservations totaled 355 with an estimated total attendance of 894. Forty-seven requests for programming supplies and Audio-visual support were submitted by CPL staff.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **CPL Meeting with Governor DeWine's Administration:**
Shenise Johnson Thomas, chief of external relations and development and Tena Wilson, deputy director met with representatives of Governor DeWine's office in Columbus. Ryan Burgess, chief of cabinet affairs, and Devin Babcock, assistant policy director attended the meeting. The goal of the meeting was to deepen understanding on public libraries' value to local communities specifically in the education/early childhood literacy space. This information-sharing strategy aligns with that of the Metro Libraries of Ohio and the Ohio Library Council.
- **American Library Association D.C. Fly-In:** In an effort to demonstrate the value of federal investments such as funding from the Institute of Museum and Library Services (IMLS), CPL and other libraries across the country went to Washington D.C. to meet with federal legislators. The event, organized by the American Library Association, had a primary objective to secure the fully funded base appropriations specified in the Museum and Library Services Act (MLSA).
- **Save the Date, CPL Elected Officials Breakfast:**
With 48% of the total funding for Ohio's public libraries coming from state via the Public Library Fund, CPL will host state and local legislators and other key stakeholders on **March 29th at 8 a.m.** at the South Branch to share important information on CPL and public libraries' impact on local communities throughout Ohio.

CPL150 Host Committee Breakfast: The external relations and development department developed and hosted a breakfast event for the CPL150 Host Committee. Over 120 guests attended this event at the Union Club on February 20. Guests ranged from local companies/businesses, elected officials, nonprofit and partner organizations to CPL staff, board and CPL Foundation board. The purpose of the event was to secure sponsorships for CPL150 and to educate all in attendance about the programs and events planned around this major celebration year.

CPL150 State of the Library: The department as a whole also provided leadership and support for the State of the Library address on February 27.

CPL DEVELOPMENT UPDATES:

- Submitted nomination to Cleveland Restoration Society's 2019 Celebration of Preservation for work on South Branch
- Letters of Support were written and sent to the following:
 - Kent State University
 - Cleveland Greys Armory Museum
 - Center for Arts Inspired Learning
 - Legal Aid Society
 - Cleveland Print Room
 - Cleveland Kids Book Bank

CPL FOUNDATION UPDATES:

- CPL150 Sponsorship secured in February, 2019:
 - Royce Security
 - Bialosky Cleveland
 - Dominion
 - Huntington Bank
 - Margaret Wong & Associates
 - Karen Skunta & Company

COLLECTION & TECHNICAL SERVICES

Director of Collection Services Jean Duncan McFarren, Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, Collections Manager Pam Matthews, and Collection Management Librarian Laura Mommers traveled to OverDrive's World Headquarters to tour their facility and met with OverDrive Account Manager Todd Warhola, Leslie Prusinski, and other OverDrive representatives to learn about best practices for maximizing the use of their eBooks, audiobooks, and videos, opportunities for outreach and marketing, and staff training.

Ms. McFarren and Ms. Jelar Elwell attended the CPL150 host committee breakfast at the Union Club. Ms. McFarren attended the State of the Library address at the City Club of Cleveland while Collection Services staff attended the watch party at the Lake Shore facility.

The following Collection and Technical Services staff attended the Re-Imagining Branch Libraries: Getting Started workshop on February 6th and 7th: Director of Collection Services Jean Duncan McFarren; Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell; Catalog Manager Andrea Johnson; Collections Manager Pam Matthews; Receiving and Distribution Supervisor and Interim Materials Handling Supervisor James Clardy; Catalog Librarian Perry Huang; and Technical Services Librarians Michael Gabe and Lisa Kowalczyk.

Acquisitions: The Acquisitions Department ordered 9,540 titles and 11,679 items (including periodical subscriptions and serial standing orders); received 10,966 items, 1,062 periodicals, and 113 serials; added 412 periodical items, 42 serial items, 1,162 paperbacks, and 662 comics; and processed 1,098 invoices.

Acquisitions Coordinator Alicia Naab worked with Director of CLEVNET Hilary Prisbylla and the vendor Midwest Tape to resolve issues with the importing of EDI invoices. Ms. Naab and Collections Manager Pam Matthews worked with OverDrive Account Manager Todd Warhola to get a display issue corrected that was affecting the holds data information in OverDrive Marketplace.

Ms. Naab coordinated efforts with multiple vendors and Subject Department Librarian Eric Hanshaw in the Youth Services Department to acquire numerous copies of a YREAD title that was needed in February for a program in which the Cleveland Public Library (CPL) had partnered with the Federal Reserve Bank.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department. Technical Services Senior Clerk Paula Stout volunteered to assist with the unpacking and verifying of new materials in the Lake Shore Shelf/Shipping Department when needed.

Catalog: Librarians cataloged 3,438 titles and added 3,595 items for Cleveland Public Library, and added 875 titles for CLEVNET member libraries.

Catalog staff began adding the ISBN of the latest edition to serial records so that the public catalog will display any available cover art. Catalog Librarian Perry Huang joined the rotation for handling email requests from CLEVNET staff and other CPL.Newcat tasks. Senior Catalog Librarian Dawn Grattino is providing training to Mr. Huang. Technical Services Librarians Michael Gabe and Celia Halkovich created their first original records for video games, based on requests from CLEVNET members.

Catalog Manager Andrea Johnson and Technical Services Librarian Erin Valentine attended a Northern Ohio Technical Services Librarians (NOTSL) Board meeting.

Collection Management: Collection Management selected 1,188 titles and 10,045 copies, and spent \$195,723 in February.

Collection Management Librarian Laura Mommers attended two Booklist webinars this month: "Stellar Youth Series Nonfiction: Spring 2019" and "Everything's Coming Up YA" to learn more about upcoming publications for children and young adults.

High Demand: The High Demand Department ordered 1,159 titles and 10,198 items; received and added 9,715 items; and processed 328 invoices.

High Demand Librarian Dale Dickerson and Technical Services Senior Clerk Mya Warner volunteered to assist with the unpacking and verifying of new materials in the Lake Shore Shelf/Shipping Department when needed.

Materials Processing: Technical Services Associates cataloged 694 new titles for the Cleveland Public Library and added 811 new records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 4,252 items. The Materials Processing Technicians processed 17,062 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 50 items to the Main Library for requests and 114 items to fill holds. Main Library received 205 telescopes, the Branches received 472 telescopes, CLEVNET received 51 telescopes, CASE received 3 telescopes, CSU received 3 telescopes, and Tri-C received 2 telescopes. A total of 736 telescopes were shipped out. Staff from other Collection Services Departments volunteered in the Lake Shore Shelf/Shipping Department and assisted the Receiving/Distribution Technician in sending out 396 items of foreign material and a total of 12,615 new items to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy participated on the interview panel for Page positions on February 13th.

MARKETING & COMMUNICATIONS

February started with a focus on African American History Month and ended with the official kick off of the Library's 150th anniversary (CPL150) campaign. Elements of the campaign kickoff: (Feb)

- The Director delivered a [State of the Library](#) speech at the City Club on February 27th, when he announced the Library would be going fine free beginning July 27, 2019
- www.150.cpl.org went live with event listings and information about the 150th anniversary
- The Director appeared on WKYC's *Jim Donovan Live* on Feb 28th

- The Library's online newsletter, *Off the Shelf*, teased the Director's Feb 27th speech

MEDIA RELATIONS

- Editorial board meetings were held and led to coverage in *The Plain Dealer* and *Crain's Cleveland Business* as well as an editorial in *Crain's*
- A media release about the 150th anniversary dropped the same day as the Director's State of the Library speech
- During the State of the Library, the Director announcement of the Library's plans to go fine free starting July 27th, sparked many mentions on social media, mainly Twitter, and articles.
- For a full list of CPL150 media releases and coverage, visit <https://150.cpl.org/newsroom/>.

February, 2019. Williams, Patrick. "[Life Stacks](#)." *Cleveland Magazine*.

February, 2019. *fox8.com*, "[Cleveland's Own: Cedric Johnson](#),"

February 8, 2019. *The Plain Dealer*. "[February events to mark Black History Month February events to mark Black History Month](#)."

February 27, 2019, *cleveland.com*. "[Cleveland Public Library will go fine-free for 150th anniversary, plus hold street fair and launch foundation](#)."

February 27, 2019, *clevescene.com*. "[Cleveland Public Library is going fine free!!!](#)"

February 27, 2019, WKYC. "[To celebrate 150th anniversary, Cleveland Public Library announces it will abolish overdue fines](#)"

February 27, 2019, *Crain's Cleveland Business*. "[Cleveland Public Library going fine-free after 150 years](#)"

February 27, 2019, *Cleveland 19*. "['We want to remove barriers': Cleveland Public Library system to eliminate late fines](#)."

In-house graphics fulfilled requisitions for design, printing, and distribution, in addition to designing and updating graphics for cpl.org, digital signage, social media, and CPL's e-newsletter, and *Off the Shelf* and worked with staff Special Collections and archives to help mount exhibits related to the 150th anniversary: *The Life & Legacy of John G. White* on the 3rd floor and *Through the Eyes of Staff* on the 2nd floor of Main Library.

FACEBOOK

	2019	2018	YoY
Net Page Likes	64	275	-77%
Avg Post Reach	1,625	6063	-73%
Avg Total Reach	2,167	6796	-68%
Avg Engagement	102	79	23%

TWITTER

	2019	2018	YoY
Top Tweet (impressions)	11,407	5,301	115%
Top Mention (engagements)	2,700	1,556	125%
Top Media Tweet	26,000	4,101	534%
Summary			
Tweets	44	72	-39%
New Followers	129	90	31%

PROPERTY MANAGEMENT

Painters

- Sterling- completed painting branch.
- Main- completed painting of Main dock areas.
- Collinwood- painted meeting room.
- Glenville- painted bottoms of tables throughout branch.
- LSW- painted new HR staff office and walls outside elevators.

Carpenters

- South- installed insulation in room inside men's restroom and staff room.
- Main- remounted handrails on 3rd and 4th floors.

Maintenance Mechanics

- Lakeshore - worked with Chemtreat on restarting chemical treatment for hydronic and chilled water closed loop systems.
- Main - continued replacing stairwell lights with LED fixtures.
- Westpark - ran power/lighting for custodial closet extension.
- Harvard Lee - traced and repaired wiring short on meeting room light circuit.
- Woodland - P.M. on infrared and tube heaters in garage/shop area, installed locking thermostat covers.
- Walz - replaced staff restroom and kitchen faucets.
- South Brooklyn - unclogged slow staff restroom drain, replaced fixtures, water cleanup from flooding.
- Branches - P.M. (belts and filter change, grease bearings) on branch AHU's and RTU's. Also installed replacement Wi-Fi enabled thermostats (safety issue, replaced under warranty).
- LSW - installed replacement intercom for drive-up window.
- Main - replaced bad blower bearings on AHU#20.
- Continued with security camera cabling and installation in LSW/Main.
- LSW/Main, Lakeshore and branch work orders.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS and First District managers met with Cleveland Police 2nd District Commander, Community Engagement Officers, and others at South branch last week.

- SPS officers were directed to check the staff intranet daily for updates on CPL 150 events.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51
Nov 2018	3669	42	51	41	76	51
Oct 2018	4128	25	46	77	77	74
Sept 2018	3463	30	53	68	37	63
Aug 2018	3788	61	65	95	87	71
July 2018	4594	51	62	81	35	106
June 2018	3785	68	54	69	22	42
May 2018	5913	44	60	73	29	33
April 2018	4172	55	56	93	80	53
March 2018	4271	55	66	147	78	79
Feb 2018	4109	79	75	34	78	63

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Upstage Players, Pay Station repairs (with Tech Central), Fleet branch (early officer).

Protective and Fire Systems

- Woodland fire panel sounded alarms for a bad smoke detector and power supply. A new smoke detector was installed and a NAC power supply.
- Training was given to SPS officers on the new alarm keypads at Carnegie West and Addison branch.
- Car #24 repairs are complete.

Contract Security

- Guards from South and Hough were removed.
- Meeting scheduled with Royce Security for March.

Administration

- SPS hired a part time regular officer.

- SPS attended the February Cleveland City Council Meeting.
- SPS participated in the Fairhill Partners Quarterly Law Enforcement breakfast for Law Enforcement and security representatives in the Buckeye, Larchmere, and Fairhill neighbors.
- SPS attended the Greater Cleveland Safety Council meeting held in Bedford Hts.

INFORMATION TECHNOLOGY & CLEVNET

IT/CLEVNET staff kept their focus on the priorities and goals for 2019 approved by the CLEVNET Executive Panel in the fall, particularly:

- Library Systems and Applications (LSA) team continued to plan, build up, and implement the many phases of the Mentor Public Library migration project.
- Hilary Prisbylla, Director of CLEVNET, worked on determining the best use of the consortial sharing model now available with OverDrive Advantage Plus and encouraged member library participation.
- Ms. Prisbylla also worked with member libraries and their school districts to implement Sora, OverDrive's new education app.
- Larry Finnegan, Director of IT, and his team doubled the storage capacity of CLEVNET's data center at the SOCC.
- Network and Telecommunications (N+T) Team continued to update the network infrastructure to accommodate the growth in wireless use and to replace obsolete equipment at CPL, Cleveland Heights-University Heights, Euclid, and Geauga County.
- N+T configured and replaced all of Mentor's network equipment and moved Mentor to the CLEVNET network.
- N+T continued VoIP installations at member libraries in queue: Euclid, Wayne County, Orrville and two lines at Shaker Heights.
- N+T continued to rollout Singlewire InformaCast Mass Notification service for CLEVNET staff, adding Euclid and Orrville.
- All staff worked to maximize the functionality of ConnectWise Manage (help desk) for greater productivity and better data collection for review by the CLEVNET Executive Panel at their regular meeting on March 14, 2019.

The Network/Telecommunications team was also busy closing out the final phase of the Morley Library migration project from 2018: set up the file server, initial copy of files, set up print queues, set up GPOs, tested migration/shares/printers on a provided VM, meetings and emails. The team also installed a new Deep Freeze console for Morley, and tested implementation of a RDX file to push out to the current Deep Freeze clients.

CPL Projects:

- Upgraded phones at Fulton, Glenville, Harvard-Lee, and Mobile Services.
- Installed and configured new VoIP call box for Main Library drive up window.
- Moved teen PCs back from temporary location due to roof repairs and fixed various other issues at South Branch.
- Handled 213 hardware-related issues for CPL submitted through the help desk.
- Managed purchasing, licensing, and maintenance agreements for CPL hardware and software.

The next quarterly of the CLEVNET Directors will be held on Friday, April 26, at 10:00 a.m., at Madison Public Library in Madison

Ms. Rodriguez moved to adjourn into Executive Session to consider discuss personnel issues. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:14 p.m.

Ms. Rodriguez moved to return to the Regular Board Meeting. Mr. Corrigan seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 1:24 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:25 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR FEBRUARY 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,185	1,965
Periodicals	2	23
Publishers Gifts	4	4
Non-Print Materials	14	335
Total Library Service Materials	1,205	2,327

TECHNOLOGY RESOURCES

Tech Gifts	0	1
Total Technology Resources	0	1

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 35,025	\$ 35,150
Library Fund	Restricted	80	205
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	37,500	53,300
Learning Centers	Restricted	25,000	25,000
Early Literacy	Restricted	0	150,000
Total Money Gifts		\$ 97,605	\$ 336,231

SUMMARY

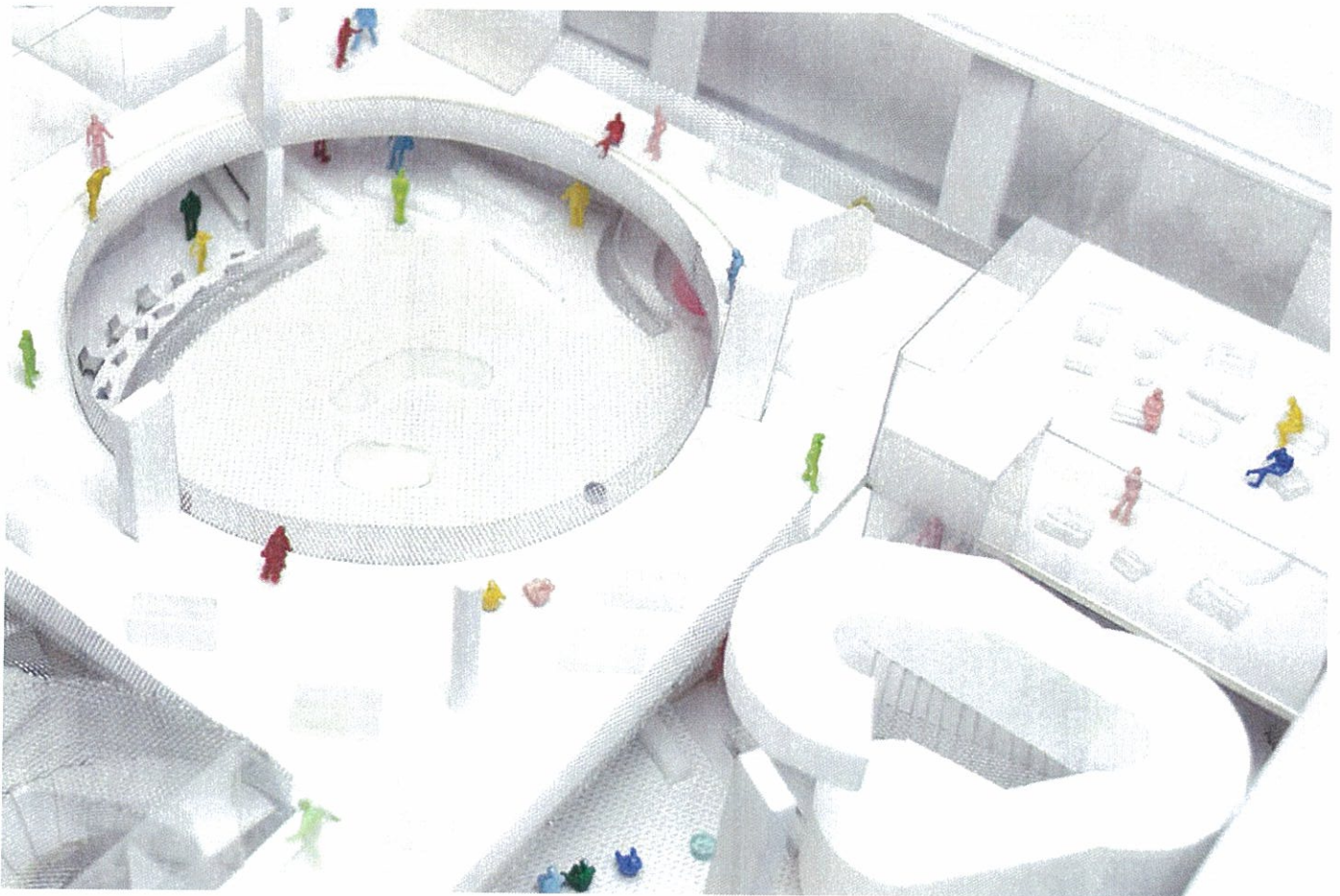
CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	12	35	1,205	2,327
Technology Resources	0	1	0	1
Money Gifts	6	16	7	17
TOTAL GIFTS	18	52	1,212	2,345

Proposal for Schematic Design Services

March 18, 2019

Cleveland Public Library
Martin Luther King Jr. Branch Project
Cleveland, OH

SO – IL
JKURTZ



February 11, 2019

Board of Library Trustees
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Cleveland Public Library
Martin Luther King Jr. Branch
Design Reboot Proposal

Dear Trustees,

We are honored to move forward in designing a new, state-of-the-art branch library that will pay tribute to the legacy of Dr. Martin Luther King, Jr. We admire the ambition to make the MLK Branch an integral part of the ongoing mixed-use project at the confluence of four distinct neighborhoods in Cleveland. We are excited at the prospect of setting the tone for the larger development project that will exist at the forefront of the changing community.

We are enthused about your vision for building upon the prestige of this neighborhood, enriching the architecturally varied and distinctive character of University Circle. We look forward to creating a space that not only honors Dr. King's legacy but also increases public usage by serving as a center of a diverse and inclusive community.

We recognize that the Library Trustees seeks to ensure the connectivity of this library with the new developments and existing neighborhood. We believe that SO – IL + JKURTZ is poised to strengthen this narrative, taking design risks to bring the library to a broader audience. We will work to develop a holistic narrative that takes these diverse stakeholder and public identities into account while also designing a space that will adapt and thrive over time.

We are excited be a part of making the library a reality.

Sincerely,



Jing Liu
Principal, SO-IL
liu@so-il.org



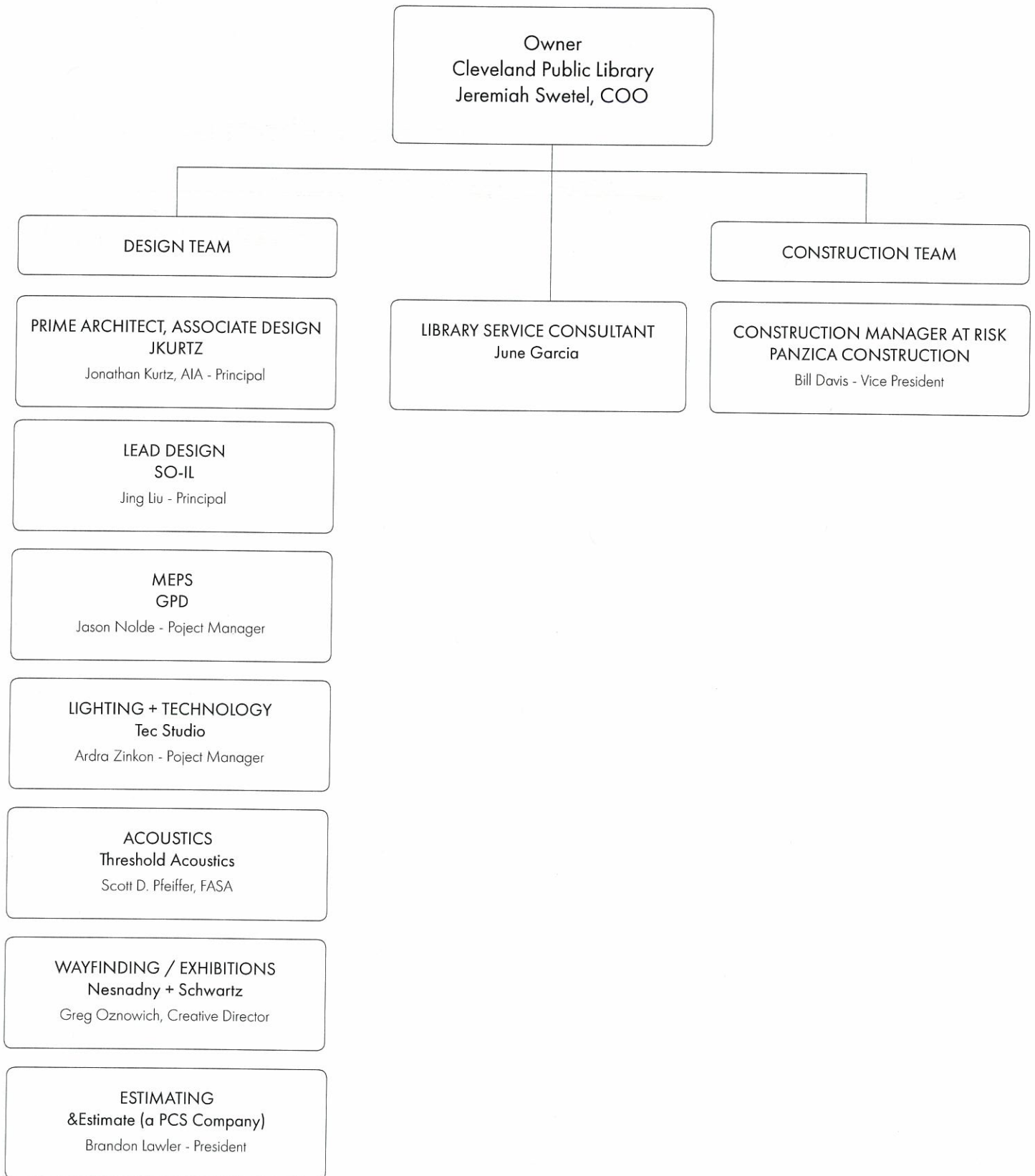
Jonathan Kurtz,
Principal, JKURTZ
jk@jonathankurtz.com

Design Team:

Our team is uniquely positioned to lead this project to success. We have a record of realizing innovative projects that are catalysts for learning, arts, community and urban development across all scales.

We have assembled the following team and have itemized the design services each firm will provide:

SO-IL	Lead Design Architecture Interior Design Specifications FF&E Landscape
JKURTZ	Associate Design Architect of Record Interior Design Specifications Landscape
GPD	Structural Engineering Mechanical, Electrical, and Plumbing Engineering Civil Engineering Fire Protection/ Life Safety Sustainability [LEED]
Tec Studio	Lighting Consultant A/V Data/Telecom Security
Nesnadny + Schwartz	Wayfinding Identity Graphics Exhibits
Threshold	Acoustics
&Estimate [PCS]	Cost Estimating

Project Organization Chart:

Project Description: Overall

The project is for a library located on three parcels located on the north side of Euclid Avenue in University Circle, Cleveland, Ohio.

The new library will be ground and second level and will consist of approximately 35,000 SF. This project will include a 9-storey residential development above the library by Midwest development Partners, with which we will coordinate the design of the library to maintain design intent. The program and other requirements are detailed in full in the Competition submission and subsequent Project Reboot submission, attached as an appendix to this document.

This proposal includes basic Architectural and Engineering services associated with the MLK Library as well as coordination with the architect of the residential tower. This proposal assumes that there will be shared spaces and/or building components which will require coordination with the tower as well as components of the tower which will require cursory review and have some bearing on the Library.

Included below are a series of assumptions that this proposal has relied on which have originated out of initial discussions with the Library and their pre-construction services advisor.

Architectural- We will provide architectural design services on components relating to the first two stories of the overall building structure with the exclusion of those items belonging solely to the residential tower development. These exclusions include residential elevators and residential lobbies. We have assumed the design of the facade including coordination and detailing of those components which wrap the residential portions of the ground level of the building, these will require close coordination with the tower architects which we have allotted for.

Furniture Fixtures and Equipment - This proposal includes interior design and FFE for which we will coordinate with designated library personnel to identify and provide direction. It assumes a furnishing supplier is engaged to specify and purchase furnishings and equipment to meet the libraries needs design and material selection from the architects.

Civil - MDP to provide all civil to within 5' of building along with related approvals. We will review, coordinate, and verify Civil accommodations are adequate for any Library needs through providing building related infrastructure loads and requirements. See GPD in appendix B for clarification.

Landscape- We have included landscape services from surrounding curbs to the building. We exclude alley way, service drive, crosswalks, and items outside of this purview. We have not included Landscape services for the plaza to the east nor any accommodation for on-structure landscape components. See GPD in appendix B for clarification.

Structural - It is currently conceived that MDP will provide all superstructure and foundation design, including design of the Library 2nd floor assuming this is all part of the concrete plinth. We will provide all sub-structure for the Library, ground level facade and related structural requirements that might impact loading of the superstructure [canopy, curtain wall, railings, ceilings, stairs, etc.] See GPD in appendix B for clarification.

Project Description: Overall

MEP - Main service for all utilities to and from building will be provided by MDP. We will provide loading requirements for the Library. Roof drains and roof will be by MDP but coordinated through our space and within library performance criteria [i.e. cast iron to reduce noise vs. PVC etc.]. We will provide drainage as related to canopy and or coordinate that loading with roof drainage approach. It is assumed that services will be brought into a central room [i.e. shared electrical room] and then the panel and library service will be us. See GPD in appendix B for clarification.

Lighting and Technology Design - this proposal includes lighting, AV, Technology, and Security for the Library as well as ground level facade, entry, and associated landscape lighting. See Tec Studio in Appendix B for clarifications.

Signage/Identity/Wayfinding and Anisfield Wolf collection exhibits - We have provided both general building signage and graphics and design of the Anisfield Wolf exhibits within this proposal. It does not include the fabrication of such signage and exhibits. See N+S in Appendix B for Clarifications.

Interactive exhibits - We have included a line item for both conceptual study of interactive exhibits as identified in our competition proposal [N+S] as well as exploration of the technology associated with such exhibits [Tec Inc]. Because these exhibits could vary greatly in both scope and complexity, we have not allocated services for the design and execution of any one of them but propose that once defined, values and the team required to execute will be assembled. We will also assist CPL in identifying and allocating a budget for such exhibits. See N+S and Tec Studio proposals in appendix B for clarifications.

Acoustics - As the accepted design for the MLK Library includes a large degree of open areas and architectural volume, we have included acoustic design and oversight by specialists in the industry within this proposal. See Threshold Acoustics in appendix B for clarifications.

Permits, testing, and inspections are assumed to be by the Construction Manager with the assistance of the architectural team in providing required documentation. Planning and design approval by the City of Cleveland and other AHJ [Midtown Design Review] will be by design team, coordinated with overall tower approvals.

We have included fees for architecture and engineering outlines, narratives and documentation for a conceptual stand-alone building for use by estimators in evaluating costs related to CPL/MDP coordinated bookkeeping.

Project Description: SD Plus

This proposal for Schematic Design Services is an abbreviation of the full design services and will include work from all disciplines required to progress the entire project. We expect full deployment of all disciplines in this phase. We will study and investigate program relationships, structure, materiality, constructability with the CMR, and primary building systems in relation to the design brief.

Schematic Design Complete: June 14th, 2019

Note that during SD some disciplines and work related to later phases may be incurred in order to progress those components outlined below for coordination purposes. While we will be billing only under the SD approved amount indicated here-in, we do not forfeit the right to bill for those services conducted early, in the due course of later phases.

A special emphasis will be placed on those items identified below as they will require early coordination packages with the tower development timeline. We have included dates for finalizing and conveying information to the MDP engineers next to the item.

Provide direction on or about **April 15, 2019**

- Finalize definition of column grid with special consideration of framing for longer span areas of second floor
- Confirm floor-to-floor heights given MDP's Structural studies for concrete vs. steel systems
- Define approach to second level structural: concrete vs. steel, work with Panzica to discuss pro's and con's of each approach

Submit to MDP Structural engineers on **June 14, 2019**

- Second Level profile and definition sufficient for MDP Structural [Thorson Baker] to begin Structural CD's [due 09.02.2019]
- Slab edge and railing requirements embeds, stair connection locations; sufficient for loading and detailing - final locations can follow after this date
- MEP structural loading and general location of substantial equipment, specific detailing can follow after this date
- Curtainwall and canopy approach sufficient to provide loading, connection types, and configuration as required by MDP structural Engineer

Preliminary Design Schedule

*The schedule outlined below is based on initial conversations with CPL and CMR and may be adjusted as the selected CMR is further engaged.

Project Timeline					
Project	MLK Library				03.18.2019
Comm	1801.03				
	Task	Start	End	Dur. (wks.)	Resp.
PD	Project Duration				PD
SD	Design Process	3/20/19	6/14/19	12.3	SD
DD	Design Development	6/17/19	9/6/19	11.6	DD
CD	Construction Documents	9/6/19	1/31/20	21.0	CD
BN	Bidding & Negotiation	11/15/19	1/10/20	8.0	BN
CA	Construction Administration	2/3/20	5/3/21	65.0	CA

Project Fees

Fee schedule breakdown by discipline by phase:

MLK Library Lump Sum Fees	3 mos	2 mos	4 mos	1 mos	15 mos		
Phase	SD	DD	CD	Bidding	CA	Fee Totals	
Percentage of Fee Per Phase	25%	18%	30%	2.0%	25%	100%	
Design Services							
Architectural	\$ 262,500	\$ 189,000	\$ 315,000	\$ 21,000	\$ 262,500	\$ 1,050,000	SO-IL + JKURTZ
Specifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Mechanical	\$ 33,000	\$ 24,200	\$ 47,300	\$ 5,500	\$ -	\$ 110,000	GPD
Electrical	\$ 27,000	\$ 19,800	\$ 38,700	\$ 4,500	\$ -	\$ 90,000	GPD
Structural	\$ 12,000	\$ 8,800	\$ 17,200	\$ 2,000	\$ -	\$ 40,000	GPD
Site Coordination	\$ 960	\$ 704	\$ 1,376	\$ 160	\$ -	\$ 3,200	GPD
Construction Administration - GPD					\$ 75,000	\$ 75,000	GPD
Base Design Fees						\$ 1,368,200	
User Experience & Service Modeling							
Interiors FF&E	\$ 7,500	\$ 5,400	\$ 9,000	\$ 600	\$ 7,500	\$ 30,000	Jane Garcia
Community Outreach						\$ -	SO-IL
Acoustical Design	\$ 15,000	\$ 8,000	\$ 10,000		\$ 7,000	\$ 40,000	Threshold
Wayfinding						\$ 64,500	N+S
Exhibit Design [Anisfield Wolf]						\$ 41,500	N+S
Interactive Display Exploration - Conceptual Study						\$ 10,200	N+S
AudioVisual Design							
Lighting Design							
Security Design	\$ 7,800	\$ 20,800	\$ 15,600		\$ 7,800	\$ 52,000	
Data/Telecom							Tec Studio
Interactive Display Exploration - per display						\$ 7,500	Tec Studio
Cost Estimator						NA	
Geotech Eng.						NA	
LEED (basic)	\$ 18,125	\$ 13,050	\$ 25,375	\$ 2,175	\$ 13,775	\$ 72,500	GPD
Land Survey						NA	
Landscape Arch	\$ -	\$ -	\$ 2,275	\$ 350	\$ 875	\$ 3,500	GPD
Cost Estimator	\$ 9,200						& Estimate [PCS]
Permitting						\$ 7,500	GPD
Totals	\$ 393,085	\$ 289,754	\$ 481,826	\$ 36,285	\$ 374,450	\$ 1,700,400	
Design Reboot - Total Billed \$88,400						\$ -	
Totals	\$ 393,085					\$ 1,700,400	
Estimate of Reimbursables -SD only	\$ 4,000					\$ 4,000	
Comparative review Engineering	\$ 12,200					\$ 12,200	

Terms

This proposal is based on the competition and reboot phases previously completed for this project and understanding of the design and construction timeline. Standard design services agreement is available for review.

SO-IL will act as Design Architect and will collaborate with JKurtz Architects as Architect of Record. A scope breakdown has been provided as an addendum to this proposal.

Deposit

In order to begin work, an initial payment of 10% of the architectural fee for Schematic Design (\$26,250), to be credited against each project phase, shall be made upon execution of this Agreement.

Billable Rates

	<u>Role</u>	<u>2019 Hrly rate</u>		<u>Role</u>	<u>2019 Hrly rate</u>
SO-IL	Principal:	\$325	GPD	Principal	\$178
	Sr. Associate:	\$210		Director	\$176
	Associate:	\$180		Chief Architect/Engineer	\$160
	Designer:	\$160		Sr. Project Manager	\$160
	Intern:	\$90		Construction Manager	\$155
JKURTZ				Project Manager	\$140
	Principal:	\$225		Project Engineer	\$130
	Associate:	\$160		Professional Surveyor	\$125
	Designer:	\$135		Planner	\$120
	Intern:	\$85		Associate PM	\$115
Tec Studio				Project Architect	\$105
	Principals	\$150		Design Engineer	\$110
	Associates	\$125		Civil Project Coordinator	\$110
	Designers/Draftsman	\$100		Civil Engineer	\$110
				Construction Supervisor	\$100
Threshold Acoustics				Architectural Project Coordinator	\$100
	Partners	\$250		Illustrator	\$95
	Principal Consultants	\$200		Architectural Designer	\$90
	Senior Consultants	\$175		Landscape Architect	\$90
	Consultants	\$125-\$150		Survey Project Manager	\$105
	Technical Staff	\$100-\$125		Environmental Engineer	\$80
				Interior Designer	\$78
				Landscape Designer	\$70
				Project Support	\$70
				Admin	\$65
				CAD Technician	\$60
				Survey Technician	\$60
				Intern Architect/Engineer	\$55

Appendix A
Architectural Scope Breakdown

DIVISION OF TASK RESPONSIBILITIES FOR ARCHITECTURAL SERVICES

Client Cleveland Public Library
 Project MLK Branch

Construction Manager - CM
 Architect of Record - AoR
 Design Architect - DA

Symbols:

- X Major Activity by Designee
- o Minor Activity by Designee
- + Design Intent-only review
- No responsibility by Designee
- # joint Responsibility

Notes:

	Designee	
	JKURTZ	SO-IL
	AoR	DA
A. PROGRAM VALIDATION / PRE-DESIGN		
1. PROJECT ADMINISTRATION		
a. Finalize overall Agreement with CPL	X	-
b. Schedule and coordinate design workshops & meetings	X	o
c. Provide meeting reports & notes	o	X
d. Coordinate input to & distribution of program documents	o	X
e. Coordinate any design work developed during this phase	o	X
f. Lead presentations to client during workshops & meetings	o	X
f. Coordinate submittal of deliverables to CPL & Developer	o	X
g. Provide main point of contact with CPL and Developer during phase	X	o
2. ARCHITECTURAL DESIGN		
a. Confirm critical adjacencies	o	X
b. Develop basic blocking & stacking organization	o	X
c. Develop massing strategies	o	X
d. Develop architectural design direction	o	X
B. SCHEMATIC DESIGN PHASE	30%	70%
1. PROJECT ADMINISTRATION		
a. Schedule and coordinate design workshops & meetings	X	o
b. Provide meeting reports & notes	X	o
c. Coordinate input to & distribution of design documents	o	X
d. Coordinate any design work developed during this phase	o	X
e. Lead presentations to client during workshops & meetings	o	X
f. Coordinate submittal of deliverables to CM & client	X	o
g. Provide main point of contact with CPL and CM during phase	X	o

Appendix A

Architectural Scope Breakdown [Continued]

h.	Main point of contact and coordination with Development Team	X	o
2. ARCHITECTURAL DESIGN			
a.	Coordinate budget, scope and SMEP/FP consultants with design quality	#	#
b.	Finalize critical adjacencies	o	X
c.	Finalize blocking & stacking Program, Layout, organization	o	X
d.	Finalize massing strategies	o	X
e.	Develop envelope and fenestration	o	X
f.	Develop non-BIM 3D design models	-	X
g.	Develop shadow model in BIM	X	-
h.	Develop architectural design elevations, plans, sections	o	X
i.	Develop architectural design documents Renderings and Models	o	X
j.	Develop exterior materials & finishes in narrative format	o	X
k.	Develop int. materials & finishes in narrative format	o	X
l.	Coordinate input from acoustic consultant	X	o
m.	Coordinate SMEP/FP requirements and review	X	o
n.	Review and coordinate structural grid	#	#
o.	Coordinate schematic site plan concepts w/ Development Team	X	o
p.	Develop preliminary code review	X	o
q.	Primary Building Systems Selection	X	o
3. PRESENTATIONS & REVIEWS			
a.	Presentations to CPL Leadership	o	X
b.	Presentations to User group	o	X
c.	CM and AHJ preliminary review	X	o
4. QUALITY ASSURANCE			
a.	Review schematic design for architectural content & codes	X	o
b.	Review schematic design for engineering content	X	o
c.	Review documents for compliance with submittal requirements & codes	X	o
5. DELIVERABLES			
a.	Presentation materials	o	X
b.	Coordination of written narrative	X	o
c.	Coordinate outline specifications needed at SD for CM process	o	X
d.	See Deliverables per phase document	X	o
C. DESIGN DEVELOPMENT PHASE			
		40%	60%
1. PROJECT ADMINISTRATION			
a.	Schedule and coordinate design workshops & meetings	X	o
b.	Provide meeting reports & notes	X	o
c.	Coordinate input to & distribution of design documents	o	X
d.	Coordinate design work for spaces developed during phase	o	X
e.	Lead presentations to client during workshops & meetings	o	X
f.	Coordinate submittal of deliverables to CPL and CM	X	o
g.	Provide main point of contact with CPL and CM during phase	X	o
h.	Main point of contact and coordination with Development Team	X	o

Appendix A

Architectural Scope Breakdown [Continued]

2. ARCHITECTURE		
a. Coordinate compilation of written responses to schematic design review	X	o
b. Refine schematics based on review comments	o	X
c. Accessibility and egress review and comment	X	-
d. Confirm accessibility & egress requirements are incorporated into design intent	o	X
e. Resolve outstanding code related issues from schematic design	X	o
f. Coordinate BIM model	X	o
g. Coordinate site plan layout, materials & details W/ development team	X	o
h. Coordinate & incorporate input from acoustical consultant	X	o
i. Develop building components, Structure, and primary MEP Systems	#	#
j. Develop preliminary design details and Assemblies	#	#
k. Develop architectural envelope systems	o	X
l. Develop pedestrian & service entry requirements	X	o
m. Coordinate utility routing	X	o
n. Provide interior materials palette	o	X
o. Locate fire extinguishers and drinking fountains	X	o
p. Develop public vertical circulation (open/convenience stairs/ramps/table)	o	X
q. Develop Back Of House circulation - stairs, ramps, elevators	X	o
r. Coordinate shafts, risers and floor openings	X	o
s. Coordinate space requirements for S/MEP/FP systems	X	o
t. Verify & indicate fire separation and fire-rated walls, and acoustic partitions	X	o
u. Coordinate overall requirements for building technology systems	X	o
v. Coordinate IT, AV & security requirements	X	o
w. Detailed plans, sections, RCPs & elevations	o	X
x. Develop typical wall types	X	o
y. Develop door, frame & glazing schedules	X	o
y. Develop outline specifications	o	X
z. Provide interior product data & material selections	o	X
3. COST & BUDGET CONTROL		
a. Review DD cost estimate from CM	#	#
b. Review DD options & coordinate necessary changes for budget control (VE)	#	#
4. PRESENTATIONS & REVIEWS		
a. Presentations to CPL Leadership	o	X
b. Presentations to User group	o	X
c. CM and AHJ review	X	o
5. QUALITY ASSURANCE		
a. Review DDs for architectural content	X	o
b. Review DDs for engineering content	X	o
c. Review documents for compliance with submittal requirements & codes	X	o
d. Review DDs for completeness and clarity of design intent	o	X
6. DELIVERABLES		
a. Presentation materials	o	X
b. Deliverables per Phase as required	X	o
c. Export document files as appropriate or as required	X	o

Appendix A

Architectural Scope Breakdown [Continued]

d. Coordinate specifications needed at DD Phase for CM process	X	o
D. CONSTRUCTION DOCUMENTS	60%	40%
1. PROJECT ADMINISTRATION		
a. Schedule and coordinate design workshops & meetings	X	o
b. Provide meeting reports & notes	X	o
c. Coordinate input to & distribution of design documents	o	X
d. Coordinate any design work developed during this phase	X	o
e. Lead presentations to client during workshops & meetings	X	o
f. Coordinate submittal of deliverables to CM & client	X	o
g. Provide main point of contact with CPL and CM during phase	X	o
h. Main point of contact and coordination with Development Team	X	o
2. ARCHITECTURAL DESIGN		
a. Coordinate compilation of written responses to DD review comments	X	o
b. Provide sketch resolution based on DD review comments	o	X
c. Refine outstanding design issues from DD	o	X
d. Address any outstanding accessibility and/or code issues	X	o
e. Refine BIM model	X	+
f. Final color and finish materials selections	o	X
g. Provide details for final design components, enlarged drawings, material connections and transitions, RCP's, Facades, Storefronts and Glazing, Door and door details, devices and services	#	#
h. Detail and finalize custom fabrications, millwork, and custom product details.	o	X
i. Floor Plans, Elevations, Sections	o	X
j. Enlarged Floor Plans, Elevations, Sections	o	X
k. Glazing, Roof, Facade, and Assembly Details	X	o
l. Interior Elevations and Details	o	X
m. Typical Details and Millwork	X	o
n. Finalize the incorporation of input from acoustic consultant	X	o
o. Review progress documents for conformance with design intent	o	X
p. Coordinate & finalize vertical circulation & details	X	o
q. Develop FF & E layout package	o	X
r. Develop FF & E specifications	o	X
s. Develop project manual	X	o
t. Develop alternates	X	o
u. Coordinate CDs between disciplines	X	o
3. COST & BUDGET CONTROL		
a. Review cost estimate updates from CM	#	#
b. Review, evaluate and reconcile V.E. changes	X	o
4. PRESENTATIONS & REVIEWS		
a. Presentations to CPL Leadership	o	X
b. Presentations to User group	o	X
5. SUBMISSIONS		

Appendix A
Architectural Scope Breakdown [Continued]

a. Submit to Fire Marshall	X	o
6. QUALITY ASSURANCE		
a. Review CDs for architectural content	X	o
b. Review CDs for engineering content	X	o
c. Review documents for compliance with submittal requirements	X	o
7. DELIVERABLES		
a. 50% CD submittal	X	o
b. 90% CD submittal	X	o
c. 100% CD submittal	X	o
E. BIDDING ASSISTANCE	70%	30%
1. PROJECT ADMINISTRATION		
a. Schedule and coordinate design workshops & meetings	X	o
b. Provide meeting reports & notes	X	o
c. Assemble Bid Set and instruction to bidders	+	+
d. Organize pre-bid conference and walkthrough	X	o
e. Provide design conformance input to CM during bidding	#	#
F. CONSTRUCTION SERVICES	70%	30%
1. PROJECT ADMINISTRATION		
a. Receive & distribute RFIs, CORs, etc.	X	+
c. Prepare & issue meeting minutes	+	+
d. Prepare & issue field observation reports	X	o
2. ARCHITECTURAL		
a. Attend regular project construction meetings (minimum bi-weekly)	X	o
b. Review progress of work	X	o
c. Receive, review & distribute Shop Drawings (as necessary)	X	+
d. Interpret requirements of the construction documents [RFI's]	X	o
e. Prepare and issue clarification sketches	X	o
f. Review clarification sketches	o	X
g. Review and approve final interior & exterior materials including aesthetic mock-ups	#	#
h. Provide final review of project and issue punch list(s)	X	o
i. Issue certificate of substantial completion & application for final payment	+	+
j. Complete Record Drawings [CM Requirement?]	+	+

Appendix B
Sub-Consultant Proposals



520 South Main Street, Suite 2531
Akron, Ohio 44311

Phone 330.572.2100
www.gpdgroup.com



Mr. Jon Kurtz, AIA
Principal
JKURTZ Architects
10803 Magnolia Drive
Cleveland OH, 44106

February 8, 2019
Revised February 9, 2019
Job #2018074.00

RE: Cleveland Public Library MLK Branch

Dear Jon:

We are thrilled to be part of this great team you have assembled and won for the CPL MLK design competition. The project will be both challenging and culturally momentous to our region. Following the concept design phase, we look forward to continue working closely with you and Jing to achieve your vision for this Cleveland landmark.

Project Description

Our team was honored to participate with you in the design competition last year for the construction of this new state-of-the-art branch library that will honor the legacy of Dr. Martin Luther King, Jr. Located along the western boundary of the University Circle neighborhood. The new MLK Branch will become an integral part of a large, residential and commercial mixed-use project at the confluence of four distinct neighborhoods and districts: the Hough and Fairfax neighborhoods, the University Circle educational and cultural district, and the vast Cleveland Clinic hospital campus. This offers CPL a unique opportunity to create a library design that sets the tone for the larger development project that will serve as a gateway amongst these distinct neighborhoods.

The project site consists of three parcels located on the north side of Euclid Avenue between E. 105th Street and Stokes Boulevard, Cleveland, Ohio 44106. The concept design phase help clarify some items regarding the design and scope of the project. The proposal uses this concept design as a basis of design. CPL intends to hire a construction manager at risk (CMr) to procure the construction activities for this new library.

The concept design phase is being implemented to integrate the needs and requirements of the developer into the design presented with the competition phase.

GPD anticipates the construction costs will not exceed \$15M.

Scope of Services

GPD Group proposes to provide the services outlined below:

Task 100 – Site Coordination

- GPD will review the developer drawings and provide feedback and coordination with the building design and MEP systems.

- Work includes review and coordination of any utility runs between the building and the library independent heating/cooling plant.
- Civil engineering to within five-foot of the building, storm water documentation, and site design will be provided by the developer's A/E team.
- GPD assumes the building footprint will be site located by the Developer team.

Task 200 – Landscape Architecture

- The survey and proposed civil site plan will be utilized as the information for the landscape plans along with SD and DD landscape plans developed by others.
- Drawings will be sealed by GPD and coordinated with the owner for all permit and plan review submittals required. Code review and approval from the city shall be obtained by the owner. The documents produced will provide a complete set of drawings and specifications suitable to bid and award the project. A rendered landscape plan will not be provided. The owner is responsible for all permit fees associated with the improvements.
- Project improvements will include the design for the following:
 - Tree pits and plantings along Euclid Avenue and Reserve Court
 - Hardscape design and layout for adjacent areas and walks based on the SD and DD documents
- The plans will be provided at the CD phase only. Landscape Plans will delineate all planting zones, treatments, seeded areas, and plant lists. Hardscape plans will delineate the pavement types, limits, treatment, and patterns. Planting and hardscape details will be provided.
- Site grading and elevations will be coordinated with the building architect and site civil engineer.
- Technical Specifications will be provided on the drawings that are suitable for bidding to construct the landscape.

Task 300 – Structural Coordination

- GPD will provide supplemental structural engineering to support building features including canopies, curtain wall, railings, ceilings and stairs).
- Building structure (superstructure) and foundations, including mezzanine, roof, skylight, and lateral framing, will be provided by the Developer A/E team.
- Coordination with the developer team will be provided with the proposal to provide loading and reactions for the overall building structural design by the Developer's A/E.

Task 400 – Mechanical/Plumbing/Fire Protection

- Provide design and documentation required for permitting, bidding, and construction including mechanical, plumbing, and fire protection, as required to accommodate the approved preliminary plan and identified scope of work for the project. Documentation is to include:
 - HVAC underfloor system design and layouts
 - Central cooling and heating plant design and layouts
 - Mechanical enlarged plans and details
 - BAS control drawings and sequence of operations
 - Plumbing design and layouts for natural gas, domestic hot and cold water, sanitary and storm systems
 - Plumbing risers and isometrics
 - Criteria specifications and criteria drawings for fire protection. (Fire protection system design and hydraulic calculation to be completed by others).
 - Roof drainage from canopies.
 - Overall utility coordination with Developer's engineer. (FP service, Domestic Water, sewer, storm, NG)

Task 410 – Electrical

- Provide design and documentation required for permitting, bidding, and construction including electrical engineering, as required to accommodate the approved preliminary plan and identified scope of work for the project. Documentation includes:
 - Coordination with utility company and developers engineer for pad mount transformer size and location. (Size determined by utility)
 - Electrical distribution system (480/277v, 3 phase service, 120/208v, 3 phase)
 - Emergency generator system has been excluded from the proposal.
 - Power distribution for 120 volt system furniture and office equipment.
 - Telecom/security raceways and coordination (Technology and Security design by others)
 - Power distribution for lighting system and coordination. (2) two design changes are included. (Lighting and controls designed by

others to meet LEED requirements. LEED lighting credits and documentation by others)

- Power distribution for HVAC equipment, plumbing equipment and controls.
- Fire alarm system design
- Overall utility coordination with Developer's engineer. (Power, cable, data, fire alarm)
- Excludes any site lighting.
- Lighting, A/V design, technology and security will be provided by a separate consultant.

Task 500 – LEED/Sustainability

- GPD will manage and initial LEED workshop to establish the LEED goals and initial scorecard for the project.
- Work includes preparation of specifications and specific plans required to submit for LEED certification.
- It is anticipated the building will be seeking a Silver Certification level using LEED rating system Version 4 (***Interior Design & Construction***) with the project.
- GPD will address specific questions from the contractor during the construction phase related to their specific discipline.
- GPD anticipates the project will submit both a design and construction submittal.
- USGBC registration, review or credit interpretation ruling fees are not included with the proposal.
- No fundamental or enhanced commissioning is included with the proposal.
- Proposal assumes developer will provide required information, drawings and documentation for their scope of work required for Certification.

~~Task 510 – Architectural Specifications~~

- ~~GPD will coordinate with JKURTZ's design and documents to develop a complete project specification manual. Divisions 1-14 will be included with this task.~~
- ~~GPD anticipates CPL will provide the front end (Division 0) specifications. GPD will coordinate these sections with the Project Manual.~~

~~Task 520 - Peer Review~~

- ~~• We will conduct a Quality Control review of all drawings, including other sub-consultants and architectural, for each discipline of design prior to submitting for permit.~~
- QA/QC of GPD drawings is included as part of the various tasks and disciplines listed.

Task 600 - Permitting

- Research the permitting requirements with the necessary jurisdictions and prepare all applications and plan review submittal documents. The plan review fee will be provided by JKurtz Architects.
- GPD will stamp and sign the engineering documents in accordance with city and state requirements and follow up with the municipalities until the permit is received. The fee assumes addressing one round of comments from the municipality.

Task 700 - Construction Administration

- Address questions during bidding and respond to you with our written responses for consolidated communication to all the bidders.
- Assist in review and analysis of the bids.
- Address questions (RFIs) during construction. We assume 80 hours for addressing RFIs.
- Review shop drawings, as required.
- Provide a 50% complete site inspection, as coordinated with JKurtz and CPL and the contractor.
- Provide a final inspection and punch list report at the completion of the project.
- Follow up with the contractor for proper and timely completion of the punch list items.
- Provide record drawings based on the contractor provided mark-ups during construction in PDF and CAD format for your use and reference.

Fee Proposal

GPD proposes to complete the above Scope of Services for the following lump sum fees plus reimbursable expenses.

Task	Proposed Fee
Task 100 – Site Coordination	\$ 3,200
Task 200 – Landscape Architecture	\$ 3,500
Task 300 – Structural Coordination	\$ 40,000
Task 400 – Mechanical/Plumbing/Fire Protection	\$ 110,000
Task 410 – Electrical	\$ 90,000
Task 500 – LEED/Sustainability	\$ 72,500
Task 510 – Architectural Specifications	\$ 75,500
Task 520 – Peer Review	\$ 24,500
Task 600 – Permitting	\$ 7,500
Task 700 – Construction Administration	\$ 75,000
TOTAL	\$501,700

The fee breakdown by phase is as follows:

Design Phase	% of Fee	Proposed Fee
Schematic Design	25	\$ 125,000
Design Development	18	\$ 90,300
Construction Documents	35	\$ 176,400
Bidding	3	\$ 15,000
Construction Administration	19	\$95,000
TOTAL	100%	\$501,700

Reimbursable expenses include, but are not limited to, travel expenses such as printing, mailing, and plan review submittal fees with local municipalities. Reimbursable expenses will be passed through at actual cost without mark-up. No reimbursable expenses have been added to the fee proposal and are assumed to be carried by JKURTZ Architects.

Work will be billed on a monthly basis for the percentage of work completed that month.

Proposed Schedule

- Schematic design (SD) documents will be provided within two months of the notice to proceed (NTP).
- Design development documents will be submitted within two and half months from approval of the SD documents.
- Construction documents will be submitted for permitting and bidding purposes within three and half months of approved preliminary floor plan and finalized scope of work.
- Permitting time frame is contingent upon current municipality turnaround times.
- Construction administration throughout the construction phase, estimated at 65 weeks.

Exclusions / Clarifications

The following items are not anticipated to be needed on this particular project and therefore are excluded from our fee proposal:

- ALTA Survey.
- Geotechnical studies.
- Phase I and II environmental testing and remediation. Asbestos testing.
- Lighting photometric measurements.
- ALTA, title research.
- Lot split, lot consolidation, easements.
- Traffic studies.
- GPD cannot guarantee planning approvals.
- Permit fees, applications fees, recording / filing, and review fees will be paid for by JKurtz Architects.
- Architectural/Interior design or documentation other than Specifications.
- Renderings.
- Planning and zoning, Planning Commission, Architectural Review Board.
- Civil engineering, storm water management and documentation.
- Green roof.

- Roof and roof drains will be provided by the developer's A/E team. GPD will coordinate roof drain pathways through the building.
- Cost Estimating.
- New utility design.
- Off-site utility extension design.
- Lighting design and photometric plans.
- Irrigation system design.
- Fire protection design will be provided by a licensed fire protection contractor. Fire pump or fire protection required for the tower is excluded with the proposal.
- Technology, A/V and security design.
- Structural engineering. Proposal includes supplemental structural engineering to support building features. Building structure and foundations, including mezzanine, will be provided by the Developer A/E team.
- Kitchen equipment specifications and planning.
- **LEED Certification for the residential tower. Proposal assumes the library fit-out only.**
- Additional meetings with the city or owner will be charged on an hourly basis.
- Client directed changes after the start of CDs may result in additional services to be performed on an hourly basis.
- Additional site visits beyond those proposed, if requested, will be charged at an additional fee of \$1,000 plus reimbursable expenses.
- Testing and inspections, if required during construction, will be the responsibility of the contractor.
- This proposal is valid for a period of 30 days from the date of correspondence.
- In the event that any certifications, affidavits, or any other documents prior to, during, and after construction become relevant and require the engineer / architect(s) of record signature and/or stamp, GPD will provide an amendment to this proposal which will include the new scope and fee. Such documents include, but are not limited to, commissioning forms, certifications for building departments, verification of as-built drawings, affidavits of inspections, assignments, pay application forms, etc.

GPD can provide any of these services or others at your request. If service adjustments are requested, we will provide a proposal revision for your review.

Thank you again for the opportunity to provide this proposal. We look forward to hearing from you and the potential to work together on this project. Please contact me at 216.927.8692 or via email at jnolde@gpdgroup.com with any questions or comments regarding our proposal.

Respectfully,



Jason Nolde
Project Manager



520 South Main Street, Suite 2531
Akron, Ohio 44311

Phone 330.572.2100
www.gpdgroup.com

March 18, 2019
Job #2018074.00

Mr. Jon Kurtz, AIA
Principal
JKURTZ Architects
10803 Magnolia Drive
Cleveland OH, 44106

RE: Cleveland Public Library MLK Branch Phantom Engineering

Dear Jon:

Thank you for your continued support on this project. As requested in your meetings with Cleveland Public Library (CPL), we are providing you with a proposal to provide "phantom engineering" to determine a baseline for the library if it were to be a stand alone building.

Project Description

In negotiations with the developer on the project, CPL has identified that a baseline library model may be beneficial to determine any cost increases to the project to allow for a tenant-landlord building configuration. This proposal provides JKurtz and CPL with additional design narratives with the schematic design submittal that identifies SMEP-configurations for the building in a standalone configuration and not associated with a developer tower. GPD has not included any hard calculations/engineering and the proposal will include assumption-based designs. It is assumed one (1) round of review/comments/corrections is included with the proposal.

Fee Proposal

GPD proposes to complete the above Scope of Services for the following lump sum fees plus reimbursable expenses.

Task	Proposed Fee
Task 100 – Phantom Engineering	\$ 12,200
TOTAL	\$12,200

No reimbursable expenses have been added to the fee proposal and are assumed to be carried by JKURTZ Architects.

Work will be billed on a monthly basis for the percentage of work completed that month.

Exclusions / Clarifications

The following items are not anticipated to be needed on this particular project and therefore are excluded from our fee proposal:

- Full engineering. Narratives use assumption based design.
- Drawings.
- Civil engineering, storm water management and documentation.
- Cost Estimating.
- Technology, A/V and security design.

Thank you again for the opportunity to provide this proposal. We look forward to hearing from you and the potential to work together on this project. Please contact me at 216.927.8692 or via email at jnolde@gpdgroup.com with any questions or comments regarding our proposal.

Respectfully,



Jason Nolde
Project Manager



a women's business enterprise

March 15, 2019

Mr. Jonathan Kurtz, AIA
JKURTZ Architects

Re: Cleveland Public Library, MLK Branch
Lighting and Technology Design Services Proposal

Dear Mr. Kurtz,

It was a pleasure working with the design team on the competition for the Cleveland Public Library MLK Branch. We look forward to the opportunity to developing further lighting and low voltage system concepts and seeing the project through to construction. Please review the proposal of services as requested for this new construction branch.

SCOPE OF WORK

The following areas shall be part of this Scope of Work:

Interior Public and back of house spaces
Exterior Façade, Entry and associated Landscaped areas

SCOPE OF SERVICES

Our fee proposal for this project is based on the following scope, assumptions, and notes:

- A. Schematic Design Phase:
 - 1. One (1) Conference with the Owner and Client as required to discuss illumination criteria, technology system concepts, project cost guidelines and schedule parameters. Coordination calls/webex with the Design Team are included as part of base services.
 - 2. Analysis of lighting requirements for visual tasks to be performed by the occupants of the various rooms and functional requirements for the lighting systems.
 - 3. Analysis of Technology, Security and AV requirements for each space as set forth by the program.
 - 4. Submittal of a Basis of Design report outlining the recommended program for lighting, technology, AV and security, for Owner and Client review and approval.
 - 5. Coordination as required to assist in the preparation of an order-of-magnitude project cost estimate.

7510 Slate Ridge Blvd.
Columbus, OH 43068
t: 614.866.2868



B. Design Development Phase:

In this Phase, Tec Studio assumes there will be not more than one (1) issuances of lighting documentation packages.

1. Participate in conceptual and technical conferences with the Owner and the Client and their Consultants.
2. Perform electric lighting calculations for layout purposes.
3. Prepare preliminary documentation as follows for inclusion into the Project's Design Development Phase documentation.
 - a. Scaled lighting layout plans indicating fixture types, and locations, scaled technology, security and AV drawings. The designers will coordinate this work with the Client and their Consultants. These will be executed on backgrounds provided by the Client.
 - b. Preliminary details of any special lighting treatments.
 - c. Preliminary lighting fixture schedule, catalogue cuts and specifications.
 - d. Preliminary Technology, AV and Security specifications, and catalogue cuts.
 - e. Coordination with the Client and their Consultants to assist in the preparation of a preliminary project cost estimate.

C. Construction Documents Phase:

In this Phase, Tec Studio assumes there will be not more than two (3) issuances of lighting/technology documentation progress packages and one (1) final issue.

1. Review of the Project's Design Development documentation as related to the lighting and technology design and provide clarifications and coordination as required.
2. Coordination conferences with the Owner and the Client and their Consultants.
3. Preparation of sketches and clarifications of design intent as required to update the lighting and technology scope of the design for final documentation.
4. Coordination with Electrical Engineer on emergency lighting to ensure system functions properly, layout is the responsibility of the Engineer.
5. Preparation of final schedules and final specifications for lighting and technology systems.
6. Provide review of Contract Documentation as prepared by The Client and/or their Consultants as it relates to the lighting and technology design.
7. Preparation of final layout plans. The Designer will coordinate this work with the Client and their Consultants. These will be executed on backgrounds provided by the Client.
8. Preparation of final details of any special lighting treatments.
9. Preparation of specifications for lighting control systems, technology, AV and security. Provide Sequence of Operations for system design.
10. Coordination with the Client and their Consultants to assist in the preparation of a final project cost estimate.

D. Bidding and Negotiation Phase:

1. Evaluation as required of Contractor bids for the lighting equipment.

Mr. Jonathan Kurtz, AIA
 March 15, 2019
 Page 3 of 6



2. Provide clarifications of the design intent of the lighting documentation as required by the Client, their Consultants or the bidding Contractors. All information given to any bidder will be recorded in writing and forwarded to the Client for distribution to all bidders.
- E. Construction Administration Phase:
1. Answer questions and render interpretations of the construction documents.
 2. Submittal review. Our review includes those submittals required by Division 26 section of the construction documents. The Designer assumes that all submittals will be made in accordance with the specifications (using either the basis of design or one of the two listed equals), and that no time will be spent reviewing substituted products proposed by others. We will provide one (1) submittal and two (2) re-submittals.
 3. Provide one site visit to review progress as requested by your Office.
 4. Perform one additional site visit to complete a final punch list after the completion of construction and final aiming.

INFORMATION WE REQUIRE

For the purposes of this project, the following information is required to be supplied by your office:

1. Architectural coordination drawings.
2. CAD background files in AutoCAD Version 2019
3. Interior elevations and sections, Exterior Elevations and site plans
4. One (1) set of completed bid documents, drawings, and specifications for our office file for each phase.

BASIC SERVICES

The basic services will include the following phases: schematic design, design development, construction document preparation, and bidding and construction administration.

If our design work is required to result in a construction cost below a predetermined value, in order to design to this value we must know the amount before we begin working drawings.

The following general items are included in the basic services:

1. Local travel expenses. **Note:** Between our office and your office, for the purposes of this project, will be considered local travel.
2. Telephone calls and mail initiated by our office.
3. Computer services for normal engineering calculations and word processing time.



4. Minor reproduction of sketches and drawings and other material required for the exchange of information. **Note:** The reproduction costs required for bidding purposes are not included in this proposal.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation (see "Compensation" section).

1. Emergency Egress Illumination.
2. Interactive lighting or interactive media displays
3. Content creation for media displays
4. Special renderings or presentation materials, or scale models of lighting treatments, lighting mock ups.
5. Custom Luminaire Design
6. Preparation and submission of LEED documentation or WELL Building.
7. Review of Contractor submittals for equipment substitutions.
8. Coordination of lighting fixture orders and deliveries from manufacturers.
9. Preparation of daylighting calculations or analysis.
10. Redesign because of scope changes or Value Engineering after the Client's acceptance of the Designer's Construction Document set.
11. Preparation of documents for alternate bids or out-of-sequence services requested by the Owner or Client.
12. Preparation of supporting data and other services in connection with Change Orders or Negotiated Contracts.
13. Preparation of energy-use calculations and/or other submittals as required for energy code compliance and/or public utility rebate programs.
14. Site visits to lighting manufacturer's facilities as required to verify their products' conformance to the Designer's specifications and/or their ability to perform according to any other project requirements.
15. Travel expenses out of the State to meet with the Design Architect and Engineer of Record.

Mr. Jonathan Kurtz, AIA
 March 15, 2019
 Page 5 of 6



COMPENSATION

For the purposes of this project, we propose to work on a phased fix fee basis

The phased fixed fee for work to be performed by the Designer shall be Fifty-Two Thousand Dollars (\$52,000.00), which does not include any reimbursable expenses, or additional services.

Fee Breakdown

Schematic Design	15%	\$ 7,800.00
Design Development	40%	\$20,800.00
Construction Documents	30%	\$15,600.00
Bidding and Construction Admin.	15%	\$ 7,800.00

Compensation for Additional Services

Additional services will be billed on an hourly basis based on the hourly rates currently in effect as set forth below. Rates will be maintained during the life of the project unless the project is placed on hold. Any hold in excess of 12 months, may allow for hourly increase for additional services. The Designer will notify the Client of the need for additional services prior to commencing work.

Principals:	\$ 150.00
Associates:	\$ 125.00
Designers/Draftsman:	\$ 100.00

Our terms of payment are net thirty (30) days after invoicing. Invoicing for this project will be monthly. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on the timely receipt of payment for our services performed. We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to hearing from you in the near future.

Respectfully submitted,

Tec Studio, Inc.

Ardra Zinkon, CLD, IALD
 President, Director of Lighting Design



a woman's business enterprise

January 21, 2019

Mr. Jonathan Kurtz, AIA
JKURTZ Architects

Re: Cleveland Public Library, MLK Branch
Multimedia Interactive Display Consulting Services

Dear Mr. Kurtz,

Please accept this proposal as an additional service to our lighting and technology design proposal. This scope of work would include exploratory research for an interactive display within the MLK branch.

SCOPE OF WORK

The following areas shall be part of this Scope of Work:

Interior Public Spaces as defined by the Owner/Architect

SCOPE OF SERVICES

Our fee proposal for this project is based on the following scope, assumptions, and notes:

- A. Schematic Design Phase:
 - 1. One (1) Conference with the Owner and Client as required to discuss opportunities for multimedia interactive display within the new library space. Conference should provide direction on potential locations for further study and possible concepts.
 - 2. Analysis of lighting and technology requirements for display opportunities, including requirements for content creation, programming and additional integration team members.
 - 3. Submittal of a Basis of Design report outlining a maximum of five (5) concepts within the library that could be accepted individually or jointly for the project for further development into contract documents.
 - 4. Coordination as required to assist in the preparation of an order-of-magnitude cost estimate for each potential option.
 - 5. Meeting with the Client to review/prep for final presentation and ensure proposed solutions are consistent with architectural concepts for the project.
 - 6. One (1) Additional meeting with the Owner and Client to present report and discuss next steps.

7510 State Ridge Blvd.
Columbus, OH 43068
t: 614.866.2868

Mr. Jonathan Kurtz, AIA
January 21, 2019
Page 2 of 3



BASIC SERVICES

The basic services will include the following phases: schematic design.

If our design work is required to result in a construction cost below a predetermined value, in order to design to this value we must know the amount before we begin. If we are not advised of this amount before we are instructed to begin working drawings and it later results in a redesign on our part, then the work shall be billed as additional services as described elsewhere in this fee proposal.

The following general items are included in the basic services:

1. Local travel expenses. *Note:* Between our office and your office, for the purposes of this project, will be considered local travel.
2. Telephone calls and mail initiated by our office.
3. Computer services for normal engineering calculations and word processing time.
4. Minor reproduction of sketches and drawings and other material required for the exchange of information. *Note:* The reproduction costs required for bidding purposes are not included in this proposal.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation (see "Compensation" section).

1. Design Development and Construction Documents for interactive multimedia display.
2. Content Creation.
3. Programming and Commissioning.

COMPENSATION

For the purposes of this project, we propose to work on a phased fix fee basis

The phased fixed fee for work to be performed by the Designer shall be Seven Thousand, Five Hundred Dollars (\$7,500.00), which does not include any reimbursable expenses, or additional services.

Fee Breakdown

Prep and Initial Meeting	10 hours
Research and Development	30 hours
Final Presentation	10 hours

Our terms of payment are net thirty (30) days after invoicing. Invoicing for this project will be monthly. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on

Mr. Jonathan Kurtz, AIA
January 21, 2019
Page 3 of 3



the timely receipt of payment for our services performed. We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to hearing from you in the near future.

Respectfully submitted,

Tec Studio, Inc.

A handwritten signature in black ink, appearing to read "A. Zinkon", with a long horizontal stroke extending to the right.

Ardra Zinkon, CLD, IALD
President, Director of Lighting Design



February 11, 2019

Jonathan Kurtz
Principal
JKURTZ Architects

Via Email

Cleveland Public Library Martin Luther King Jr. Branch

Branding, Signage, and Anisfield-Wolf Book Awards Exhibition Design

Dear Jonathan,

We are excited about working with JKURTZ, SO-IL, and Cleveland Public Library (CPL) team on the redesign of the CPL Martin Luther King Jr. Branch, and making it possible for everyone to have "A Place at the Table." Thank you again for inviting us to be a part of this significant and vital addition to Cleveland's vibrant cultural and literary community, and working together to create an iconic living tribute to Dr. King and the Anisfield-Wolf Book Awards.

As we heard in the many meetings leading up the design competition, we are looking forward to helping make this library branch a local, regional, and even national destination that elevates the library experience, and makes visitors rethink what a library is, and can be.

Per our discussion we are dividing our Proposal into 3 sections: Essential Services which are absolutely needed for a successful opening of the new Library; Optional Services, which while not essential, can complement our Essential Services; and Enhanced Services which would bring the project to the level of aspiration the competition included. We are combining most of these services into three Design Packages, which will include all creative fees associated with the Essential Services, as well as preliminary explorations and recommendations of the interactive exhibits listed in the Enhanced Services.

ENGAGEMENT OVERVIEW

Nesnadny + Schwartz (N+S) is pleased to submit the following specifications and budget in response to an invitation from JKURTZ / SO-IL to design Identity, Way-finding, and Exhibition Design for the Cleveland Public Library Martin Luther King Jr. Branch (MLK Library). The specific items addressed in this agreement are itemized below. In addition to these unique undertakings, it is understood that N+S will also serve as the MLK Library's visual design consultant and advise on all projects and matters relating to how the library is visually represented to internal and external audiences. Projects over and above those described here can be addressed as they arise as separate budgets, or N+S can work with CPL on a retainer until the library is complete, and all design matters have been resolved. Our budget is based on the parameters discussed during all calls, meetings, and our review and familiarity of current designs and plans of the new library.

SCOPE OF PROJECT: ESSENTIAL SERVICES

Identity Design: This project consists of creating an identity theme for the new MLK Library, which may consist of unique typographical treatments, iconography, patterns, and color which will serve to brand the look and feel of the library and work harmoniously with the architecture to help elevate the overall visitor experience. Just as the architecture will serve as a model for the future of CPL, so should the entire visual scheme. This visual voice will then help guide the design of the Way-finding and Signage System.

Approach: The creative process will include extensive typographical, graphical, and color palette research, and thorough design studies to ensure the new identity works seamlessly within the context of the surrounding architecture, and pays respectful homage to the Dr. King legacy.

Way-finding and Signage Design: Part of a successful MLK Library experience necessitates the design of clear and easy-to-understand way-finding and signage to help visitors navigate through the library environment. While operationally imperative, well-designed way-finding also serves to enhance the visual appeal of the facility, and complement the architecture. N+S will apply the new MLK Library identity to a family of signs outside and inside the new library. This collection of signs may include: main exterior street-facing branding signage; secondary exterior branding signage along the rear and sides of the library; exterior



way-finding and informational signage; main interior branding signage; and all interior way-finding and informational signage.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, fabrication, and installation research in order to develop a comprehensive way-finding signage system with standardized type styles, composition, and layout formats that may be applied to a variety of signage types and applications.

Signage types to be explored include library area identifiers (e.g. Shelter, Playground, Think Room, Action Area, Reading Garden, Information, etc.), book stack and subject area identifiers (e.g. Fiction, Nonfiction, Children, etc.), desk labels, meeting room and office identifiers, and floor plan maps.

Signage applications to be explored include wall graphics, floor graphics, banners, free standing signage, window graphics, illuminated signage, and interactive touch screens.

Anisfield-Wolf Book Awards Exhibition Design: As the Anisfield-Wolf Book Award (AWBA) design firm of record, N+S is keenly familiar with the history and importance of this venerable institution and makes us uniquely qualified to be involved with creating the award-winning books' new home in the MLK Library. N+S will work closely with JKURTZ, SO-IL, AWBA, and CPL in conceptualizing and designing the AWBA exhibit installation, and making the "Mountaintop," and "Forest of Hopes and Dreams" a reality.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, fabrication, and installation research in order to develop a unique, impactful, and memorable installation that successfully honors the AWBA winners, gives visitors a fulfilling understanding of the Award's importance, provides thorough access to all AWBA winning books, represents the iconic mirrored forest originally envisioned, and adheres to the AWBA brand that has already been established.

SCOPE OF PROJECT: OPTIONAL SERVICES

Business Papers, Collateral, and Marketing Materials: As one of the premier branches in the CPL system, the MLK Library can greatly benefit from a unique family of compelling communication materials to help promote the location as a important and exciting destination. N+S will apply the new MLK Library identity to an assortment of Business Papers and Collateral Materials specified by the MLK Library staff. As those pieces have yet to be identified, N+S is budgeting time for the design of 12–18 unique items.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, and production research in order to develop a comprehensive communications package with standardized type styles, composition, and layout formats.

Items that may be explored include business cards, letterhead, envelopes, note cards, pocket folder, bookmark, t-shirt, hat, etc.

Identity Guidelines: N+S will design a straightforward (up to 12 pages), Brand Identity Guideline document that outlines usage rules for the new MLK Library identity. Some of the items to be addressed include proper and improper identity usage, size and placement requirements, typographical specifications, color palette description and color usage, and extended complementary color palette.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, and production research in order to develop a cohesive and comprehensive set of guidelines that clearly outlines proper use and application of the new MLK Library identity, allowing for consistent visual branding by all internal and outside sources.



SCOPE OF PROJECT: ENHANCED SERVICES

In addition to the MLK Library Identity and Way-finding Signage, which will reference Martin Luther King Jr.'s legacy, there are other featured projects exhibits we are proposing that can solidly embed his presence into the MLK Library experience. It is important to note that any of one of these exhibits is a prime sponsorship opportunity for local, regional, or even national organizations and corporations. N+S can work with CPL in helping to broker these opportunities, as many of our clients are potential funders, e.g. the Cleveland Foundation and the George Gund Foundation.

MLK Library Website: N+S is proposing the design of an innovative, forward-looking, responsive (viewable on all devices) website that would not only serve as an online tool for accessing the collections, resources, and services currently offered online, but also be an extension of the interactive exhibits in place at the branch. For example, recordings made in the Dream Room can be accessible on the MLK Library Website, and conversely recordings made offsite can be uploaded to the library exhibit. Or, a miniature version of the Freedom Map which pinpoints key Cleveland historical locations can be accessed through the website. The potential is limitless. With a compelling user interface, intuitive navigation, contemporary design, and engaging content, the website will serve as a dynamic extension of the MLK Library, and further reinforce its role as a library of the future.

Approach: N+S will work closely with CPL in determining the website's content and site map, desired features and services, needs for a custom content management system (CMS), visual design, and overall user experience.

Dream Room: On the "Mountaintop" there will be a unique space where visitors can record what they envision our community, our city, our country, and our world can be. They will also be able to listen to archived wishes from previous visitors using a variety of search parameters.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the space as it relates to the surrounding AWBA installation, and overall library ambiance. N+S will explore title and instructional signage for the area that follows the MLK Library system described above, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Word Walk: N+S will design a unique walkway along the perimeter of "The Table" where visitors can walk or roll over a strip of floor that is occupied by thousands of glowing words. As people move the words interact with their feet or wheels. They can simply enjoy the playful movement they create or spend more time building sentences or phrases.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the space and projected typographical styles as they relate to the surrounding library and Table look and feel. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Freedom Map: This project consists of creating an interactive map exhibit focusing on Greater Cleveland and highlighting important locations where significant civil rights milestones and events occurred, from Dr. King's speech at Olivet Institutional Baptist Church to Karamu House, the oldest African American theater in the United States. Viewers can touch featured points on the map and pop-up windows will expand to give further information and visuals relating to the historical event or location. Where appropriate sound or video may be included. A free app that complements the exhibit can be downloaded at the station and guide users throughout the city where they can visit the actual locations.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the map and accompanying graphics including map design and interactive functionality, sound research and design, video research and design, photo research and design, and all expandable written content and design. N+S will explore title and instructional signage for the area that follows the MLK Library system described above, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.



Living Wall: N+S will create an interactive wall that may be programmed with words from Dr. King's writings and speeches. Words like "character," "faith," "hope," and "love." Viewers can touch one of the words and the entire quotation appears, with the date and location of when and where the words were spoken. They can touch another portion of the wall and use more words to create their own verses and poems.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the wall and projected typographical styles as they relate to the surrounding library and Table look and feel, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Virtual Garden: Reinforcing the notion of a library being the source of personal and communal growth, N+S will design an interactive garden that will change with the seasons, and visitors you can interact with it by planting virtual seeds and virtually watering them. They may then return at a later date, "walk through" the garden using a virtual map, locate their plants, and see how they've grown and bloomed.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the garden, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Community Portrait: Supporting the idea that the MLK Library and its thematic Table can conceptually and literally bring people together, this project consists of creating a large back-lit monitor displaying a grid of portraits. These will be photos of library visitors – people of all ages, races, from all different walks of life from all over the world. Integrated within the installation will be a camera new visitors can stand in front of and let themselves be photographed. Their image then becomes part of the Community Portrait for others to see.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the exhibit, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Talking Books: One of the charges to our team is the challenge of making parts of the library accessible 24 hours a day, 7 days a week. N+S envisions the design of a virtual library on the façade of the MLK Library in the form of a projected case of books that visitors can touch, and passages of the books will be read to them.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the exhibit, along with additional graphical applications to energize the surrounding area, including book spine design and interactive functionality, and sound research and design. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.



Road to Hope: Continuing to meet the challenge of making the MLK Library a unique destination 24 hours a day, 7 days a week, N+S would create a projected word experience as visitors walk beneath the buildings cantilevered canopy that projects over the front sidewalk. As visitors look up they see the words of Martin Luther King Jr. in large glowing excerpts from his many famous speeches and quotations. Using projected sound, visitors actually hear Dr. King reciting the words as they travel down the street.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the canopy and projected typographical styles as they relate to the surrounding library and Table look and feel, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the area that is a unique piece of signage, but also follows the newly established MLK Library brand.

Freedom Stride: One more compelling way the library can be accessible 24/7 is by designing an interactive exhibit on the façade of the library where as visitors walk along the front of the building toward the entrance, they notice an image of Dr. King walking beside them. Using video tracking and archival video, the experience would emulate the experience of marching with Dr. King on one of his many historical peaceful protests.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the projected walk, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the area that is a unique piece of signage, but also follows the newly established MLK Library brand.

FOUR STEP DESIGN AND DEVELOPMENT PROCESS

Our development methodology for these projects will follow a four Phase process including:

- | | |
|-------------------------|--|
| 1. Discovery + Strategy | 3. Typesetting + Electronic Production |
| 2. Concept + Design | 4. Production Management |

These Phases will be followed during this collaborative engagement to provide a system for informed dialogue, clear feedback, and well-defined scheduling milestones and budgetary parameters. It is through this efficient process for creative and production development that we can ensure the ultimate success of these projects. It is understood that N+S will provide professional and creative services for these projects and work closely with the MLK Library team to establish, review, and implement the direction and design for these undertakings. This includes time for research, meetings, presentations, conceptual development, original design concepts, graphic design, typesetting, and production of all digital files as required.

1. Discovery + Strategy: We pride ourselves on "doing our homework." Great design is responsive to the needs of our clients, and our clients' end-users. The first step in this process will be to establish and confirm the overall strategy and objectives for all components of these projects. Central to this process will be an evaluation of previous project versions (if relevant). This Phase would also include a review of any relevant additional content and visual assets and discussions with CPL and MLK staff regarding the constraints and goals of the efforts. Regular communication between N+S and the MLK Library team will continue throughout the discovery, creative, and production processes.

2. Concept + Design: Once we have completed Phase 1, Discovery + Strategy, N+S will proceed with the Concept + Design step. As these projects are multi-faceted, incremental, and subject to coinciding with building design and construction deadlines, each project must be completed in a defined order for the entire effort to progress efficiently and effectively. We see these efforts being completed in the following order: Identity Design; Way-finding Design; Anisfield-Wolf Book Awards Exhibition Design; all Enhanced Services Exhibits; followed by Business Papers, Collateral, and Marketing Materials and Brand Identity Guidelines.



Identity Design: N+S will create and present up to 2 identity themes with up to 2 sets of refinements. Once a final design direction has been approved, N+S will advance to exploring how the identity theme can work throughout the library exterior and interior environments.

Way-finding and Signage Design: Once a final identity theme has been approved, N+S will begin exploring way-finding and signage design. Once initial research has been completed for specific signage needs and applications, and the types of signs and content of each has been approved by the MLK Library team, N+S will begin designing a select family of up to 6 sign compositions that represent the types of signage that will appear throughout the Library, including individual composition, material, structure, and location. Design approaches shall be presented in digital environments emulating each sign's size, structure, and placement. N+S will present up to 2 design themes with up to 2 rounds of design refinements. Once a theme direction has been approved N+S will apply the look and feel to the remaining sign types.

Anisfield-Wolf Book Awards Exhibition Design: N+S will work in tandem with JKURTZ, SO-IL, AWBA, and CPL to design the overall look, structure, and interactive elements of the AWBA exhibit, ensuring that the finished appearance adheres to the established AWBA brand, while having its own unique and inspired visual voice. N+S, JKURTZ, and SO-IL will work together to coordinate schedule, presentations, and refinements. We are budgeted to create up to 2 design directions, with up to 2 rounds of revisions.

Enhanced Services Exhibits: Depending on the selected exhibits, N+S will work closely with JKURTZ, SO-IL, technical partners, archivists, historians, CPL, all fabricators, builders, and any potential project sponsors, on the design and production of these exciting opportunities. In each case N+S will present 1 design approach with up to 2 rounds of design refinements.

Business Papers, Collateral, and Marketing Materials: N+S will design between 12–18 unique business papers or collateral and marketing materials, which may include business cards, letterhead, envelopes, note cards, pocket folder, bookmark, t-shirt, hat etc. After CPL and N+S have agreed on this assortment of items, N+S will begin the design process which will include extensive typographical, graphical, color palette, materials, and production research in order to develop a comprehensive communications package with standardized type styles, composition, and layout formats. N+S will present 2–3 designs for each item in the form of high-resolution color presentation pages, with 2–3 sets of design refinements. Once each design has been approved, N+S will proceed to the Typesetting + Electronic Production phase to create print-ready files of each item.

Identity Guidelines: Once all preliminary projects have been designed and approved, and all design applications and rules have been addressed, N+S can proceed with developing a clear and accessible set of Brand Identity Guidelines. This document will be up to 12 pages long in PDF form, and address proper and improper logo usage, minimal size requirements, typographical specifications, color palette description and color usage, and extended complementary color palette.

3. Typesetting + Electronic Production: N+S will provide all required and relevant Typesetting and related Electronic Production services. This includes all time for the initial setting of all type, up to 3 rounds of type changes, and preparation of all "printer-ready" files, as required.

4. Production Management: Preliminary cost estimates for Production Management and/or the time that may be required to manage or supervise these services, are included in this Proposal. In addition to playing an active role in the proof review process, we assume that N+S will play an active role in the supervision of all printing, binding, fabrication, and installation of all projects including scheduling and all vendor communication, and RFQ requests as needed. We are not including a printing, fabrication, and installation costs at this time until final designs, material specifications, and installation parameters have been determined.



ESTIMATE AND RELATED TERMS

This Proposal and related budget ($\pm 10\%$) include costs for professional services and expenses as outlined. This encompasses a preliminary allowance for design related materials, office supplies, long distance phone, and related expenses. We believe the budget estimates for consultation, research, and design to be adequate. Additional work beyond this estimated time may result in additional costs. In the event that these estimates appear to be insufficient, N+S will consult with JKURTZ, SO-IL, and CPL *before* any additional costs are incurred. Except as specifically noted, this Proposal and related budget do not include printing, fabrication, installation, deliveries, or extensive changes. These costs (if any) will be invoiced directly to the client based on approved budgets. N+S would like to receive 75 sample copies of printed materials that are produced. Additionally, we respectfully request that (subject to mutual agreement and aesthetic considerations) a credit appear at the end of the publications. The credit should read "Design: Nesnadny + Schwartz."

MLK Library Identity / Way-finding and Signage Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Essential Services section for the MLK Library Identity and Way-finding and Signage System, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Fabrication and Installation Supervision. Final deliverables include the MLK Library Identity and Way-finding and Signage System.

While costs pertaining to all internal expenses relating to these projects our included in our Proposal, our budget does *not* include costs for new photography, illustration, signage and exhibit materials, fabrication, construction, and installation. When final designs have been approved for these projects, updated Production Budgets can be assembled for approval by CPL.

Total Creative Services: \$64,500

Anisfield-Wolf Book Awards Exhibit Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Essential Services section for the Anisfield-Wolf Book Awards Exhibit, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Fabrication and Installation Supervision. Final deliverables include the Annisfield-Wolf Book Awards Exhibit Design.

While costs pertaining to all internal expenses relating to these projects our included in our Proposal, our budget does *not* include costs for new photography, illustration, exhibit materials, fabrication, construction, and installation. When final designs have been approved for these projects, updated Production Budgets can be assembled for approval by CPL.

Total Creative Services: \$44,500

Interactive Exhibit Exploration and Research

Included in this phase is the time required (up to 50 hours) for the exploration of interactive exhibit technology, solutions, and installation / location ideas for the projects listed above in the Enhanced Services section (not including the MLK Library Website). N+S will present the MLK Library team with interactive exhibit ideas for review and discussion. Upon approval of 3-5 conceptual directions, N+S will be available to work with the MLK Library team in assembling complete Design, Production, Construction, and Installation Budgets for the completion of these exhibits.

Total Research Services: \$10,175

MLK Library Business Papers, Collateral, Marketing Materials, and Identity Guidelines Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Optional Services section, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Printing Supervision. Final deliverables include 12-18 unique business papers or collateral and marketing materials, as well as a 12 page digital Identity Guidelines document. Our budget does not include costs for printing, new photography, or illustration.

Total Creative Services: \$26,750

MLK Library Website Design and Development

Total Creative Services: To be Determined Once the Site Size and Features Has Been Agreed Upon

All of us here at Nesnadny + Schwartz are looking forward to partnering with you and the MLK Library team. Please don't hesitate to contact me if you have any questions. Thanks again for this exciting opportunity.

Sincerely,

Greg Oznowich, Creative Director



11 February 2019

Jonathan Kurtz
JKURTZ Architects
10803 Magnolia Drive
Cleveland, OH 44106
Phone: (330) 328-7347

RE: Acoustics Consulting Proposal
Cleveland Public Library, Martin Luther King Jr. Branch

Dear Jonathan:

We are excited to have the opportunity to collaborate again, especially on a building of such civic importance. The core principals driving the project of *visual connections; differentiate, while part of the whole; and shared, not separated* all speak to an importance of carefully balancing the interior acoustic environment of each program area so that it supports the nature of the activity inside, giving it identity, and allowing the activity to spill into the adjacent areas to speak to the connections and express a level of vibrancy, all without allowing for disruption of one area by another.

The variety of spaces demand a level of intentional acoustic differentiation. The teen and children's spaces clearly need to allow for a level of boisterousness that may or may not be appropriate to the mood of the temporary exhibit, which may call for a degree of variability in privacy, acoustic control, and ambiance depending on its nature. The expression of the volumes using stairs and curtain wall shaping may itself allow for developing a level of functional independence acoustically, even while the sightlines among these spaces may remain uninterrupted.

The opening through the mezzanine over the performance space offers an exciting opportunity to draw attention to activity in the central zone when desired and may require special attention to keep daily activity from unintentionally disrupting the quieter activity on the mezzanine. We look forward to exploring the options for aligning the acoustic behavior with the program goals for the facility in its entirety.

In order to efficiently provide the input required, we are proposing more intensive involvement early in the project, with lighter overview input later in design, remaining on call for questions when design direction pulls you away from principles established in the early phases. We have made the following adjustments to our typical scope of services to provide our services in a cost-effective manner:

- We will depend on the design team to alert us to issues requiring our attention after our mid-Design Development (DD) review. In our typical approach, we provide detailed document reviews throughout the project.
- Extensive model testing or auralization services utilized to confirm or compare alternative design approaches with an understanding of the acoustic impact have been excluded. These tools can be made available as additional services if design directions appear especially challenging acoustically, or if concerns are raised by the library representatives that require a more experiential level of interaction to arrive at a level of confidence in the design.
- One meeting per phase is included in design, with no more than three trips in Construction Administration / Commissioning.

THRESHOLD ACOUSTICS

141 West Jackson Boulevard
Suite 2080
Chicago, Illinois 60604

P 312.386.1400
F 312.386.1414
www.thresholdacoustics.com



- A construction kick-off, typically provided at the start of critical acoustically-related trades (MEP, drywall, etc.) to anticipate questions that frequently come into play, is not included, and may not be necessary.

An outline of our approach is offered on the following pages.

Scope of Services

Schematic Design -- Less than 3-month duration

- Visit the existing MLK branch or other sites selected by the library that illustrate spaces that work well or that perform badly to gain a level of first-hand experience regarding the acoustic goals for the new spaces within the reboot project.
- Visit the site for the project to assess the nature of the environmental noise present to inform design of the building façade. Take measurements of typical outdoor noise at the site.
- Participate in a design session with members of the design team, potentially including the architects, Mechanical, Electrical and Plumbing (MEP) engineers, structural engineers, and curtain wall consultants (if any), all at the architects' discretion.
- Establish volumetric and adjacency requirements consistent with acoustic objectives and provide conceptual recommendations regarding isolation strategies in key programmatic areas.
- Develop an acoustic design report including narrative description of the acoustic criteria, and provide drawing markups indicating desired performance of sound isolating construction, background noise requirements, and preliminary selection of interior treatment performance requirements for walls, floors, and ceilings.
- Coordinate acoustic treatments and sound isolation approaches with the Audio/Video systems design provided by others.
- One multi-day trip to Cleveland is anticipated in this phase.

Design Development -- Three months or less in duration

- Review a single progress set of documents and/or building model to verify consistency with the Schematic Design recommendations for room acoustic, sound isolation, and noise control performance.
- Attend one meeting during this phase to advance any portion of the work that remains with coordination of acoustic design outstanding.
- Provide preliminary specification language (either partial or complete sections as required) for acoustic-specific products and construction techniques.

Construction Documents -- Four months or less in duration

- Review a single progress set of documents and/or building model to verify consistency with the Design Development recommendations for room acoustic, sound isolation, and noise control performance.
- Attend one meeting during this phase to advance any portion of the work that remains with coordination of acoustic design outstanding.
- Provide final specification language for acoustic-specific products and construction techniques.



Construction Administration

- Conduct on-site observations of the in-progress construction related to acoustics performance and meet with the Design Team and Contractors on site to review any construction issues that require coordination. Issue a Field Report for each site visit. A total of 3 site visits are anticipated in this phase of work.
- Review submittals and RFIs concerning acoustically relevant building components.

Fees

Our fee for the proposed scope of work will be \$40,000. Customary reimbursable expenses will be billed in addition to the fee at 110% of cost.

PHASE	FEE
Schematic Design	\$15,000
Design Development	\$10,000
Construction Documents	\$8,000
Construction Administration/Commissioning	\$7,000
TOTAL	\$40,000

Additional Services

Services beyond those identified in the Scope of Services may be added for additional fee at the following hourly rates:

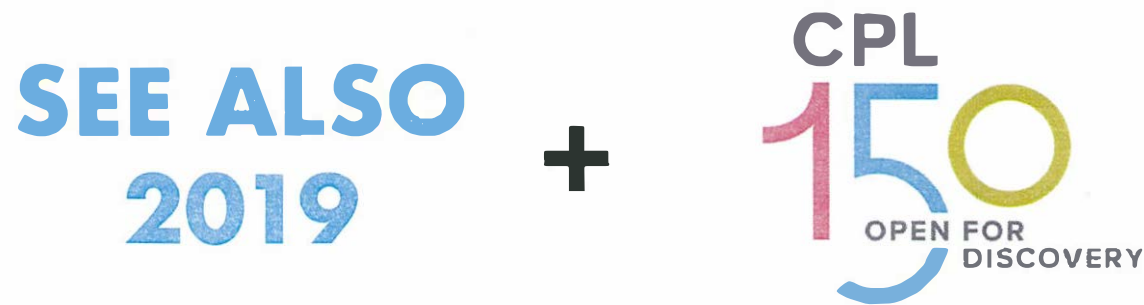
Partners	\$250.
Principal Consultants	\$200.
Senior Consultants	\$175.
Consultants	\$125-150.
Technical Staff	\$100-125.

Appendix C
DESIGN STATUS AT COMMENCEMENT

A large, purple, spiral-shaped sculpture dominates the frame. A person is standing inside the spiral, looking down at a smartphone. The spiral is made of several concentric, slightly offset rings, creating a tunnel-like effect. The background shows some greenery and a building.

SEE ALSO 2019

CPL's 150th Celebration



For 150th anniversary of the Cleveland Public Library, CPL asked for a special **interactive, bright, and bold experience** for the day-long celebration on July 27th.

PRIORITY 1: July 27th all day and evening celebration

PRIORITY 2: Have a presence in the Eastman Reading Garden that continues beyond the weekend celebration.

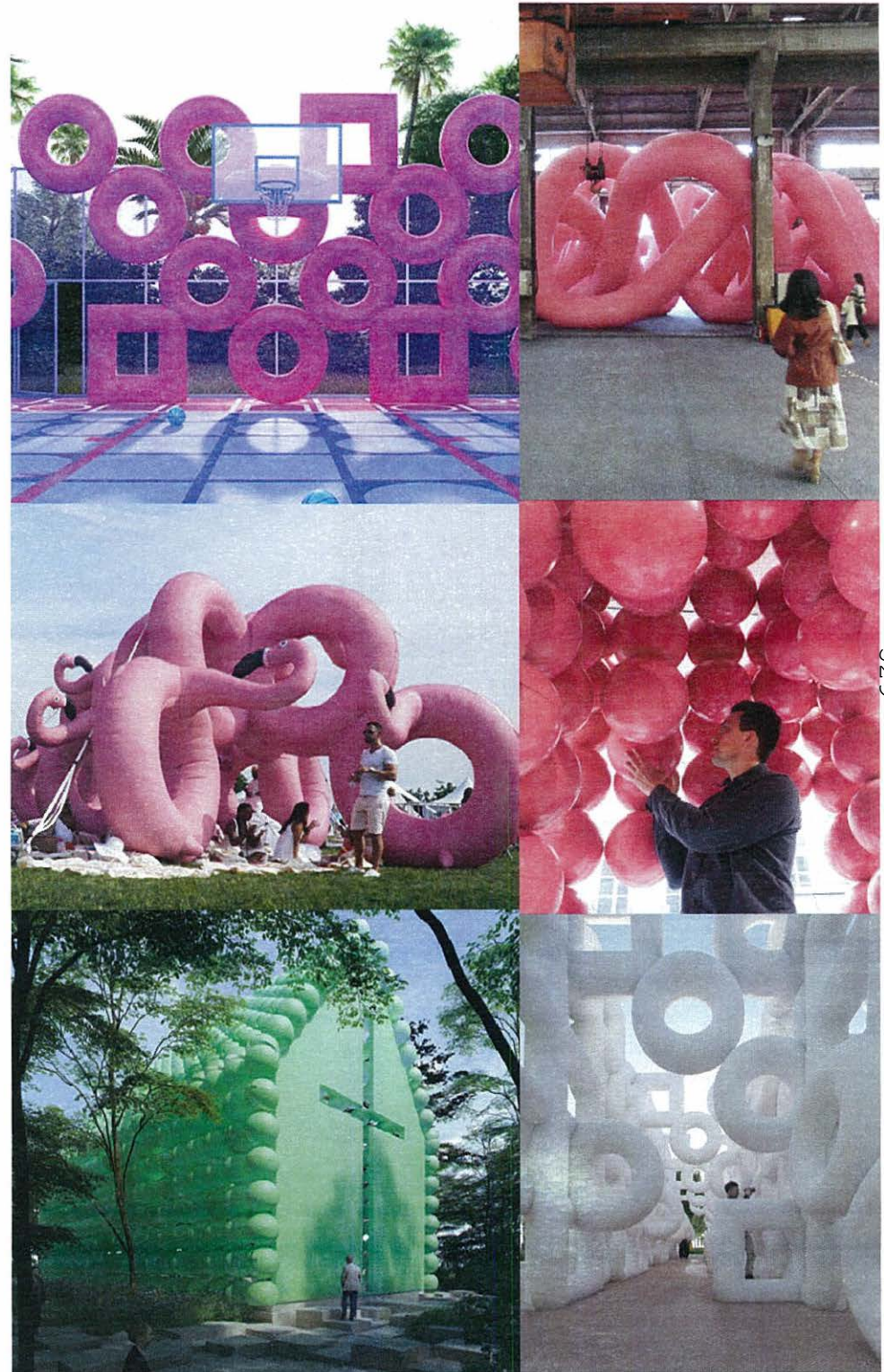
PRIORITY 3: Create an “teaser” installation inside the library to be installed before the reveal of the outdoor artwork.

Artist:

TOWN AND CONCRETE (Cyril Lancelin)

Leon, France

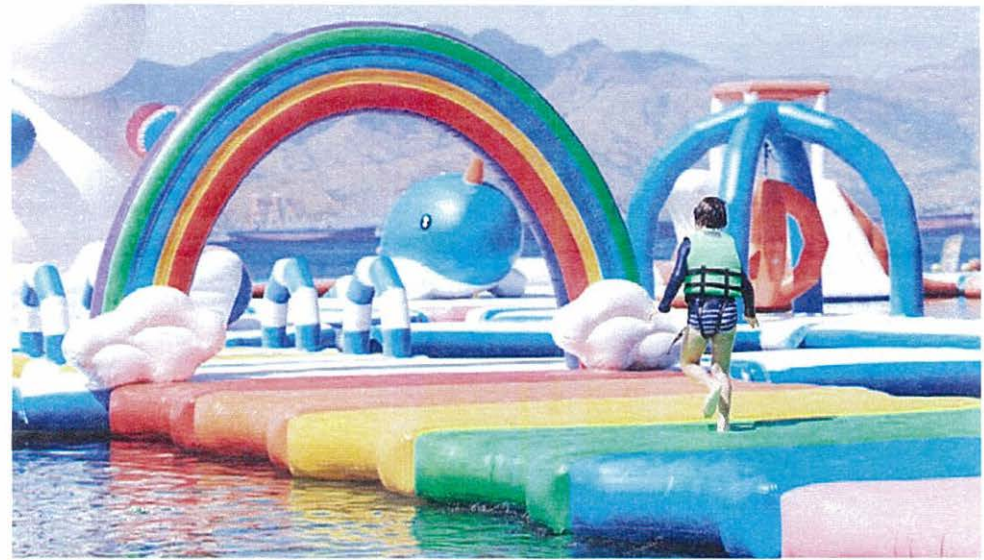
Town and Concrete is a creative studio headed by Cyril Lancelin, a France-based architect and art director. After 15 years working for influential architects and artists in paris and los angeles, Cyril decided to start his own creative studio in 2016.



Fabricator: **INFLATABLE IMAGES**

Cleveland

Inflatable Images is the premium outdoor advertising company offering the most innovative custom inflatables.

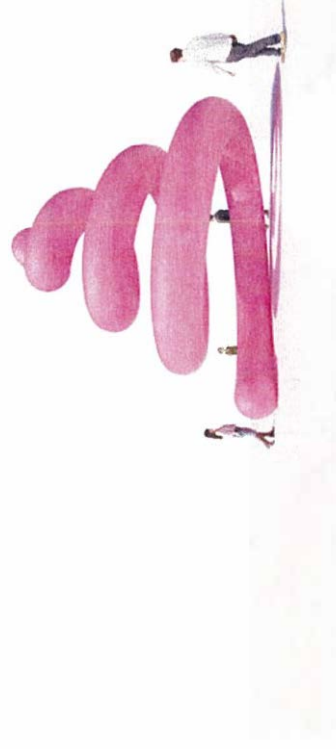


ARTIST CONCEPT: OUTDOOR

3 Circles



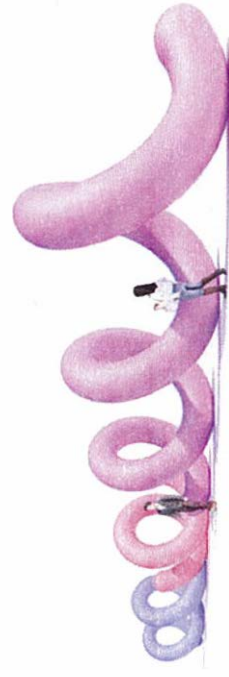
Spiral Up



2 Circles

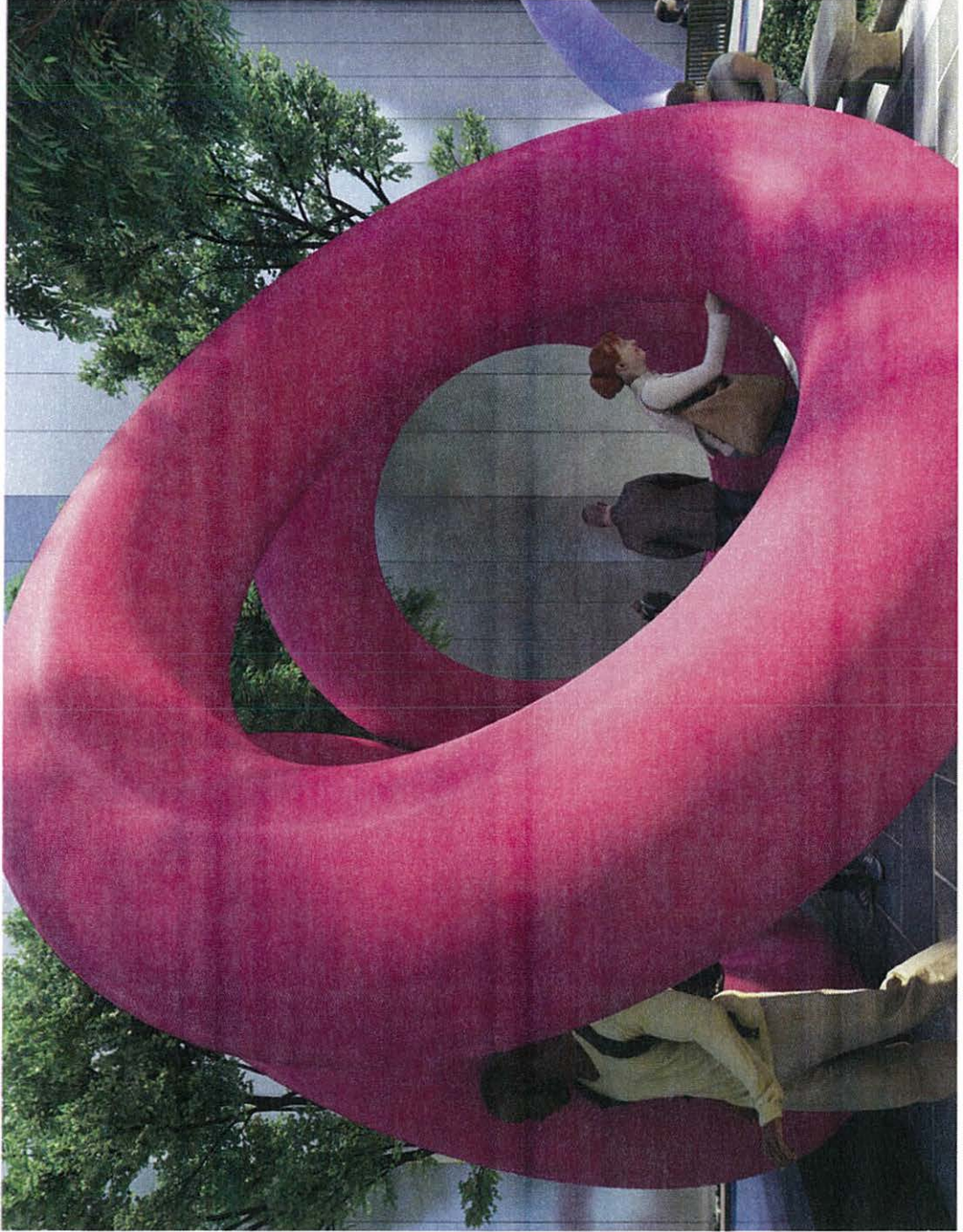


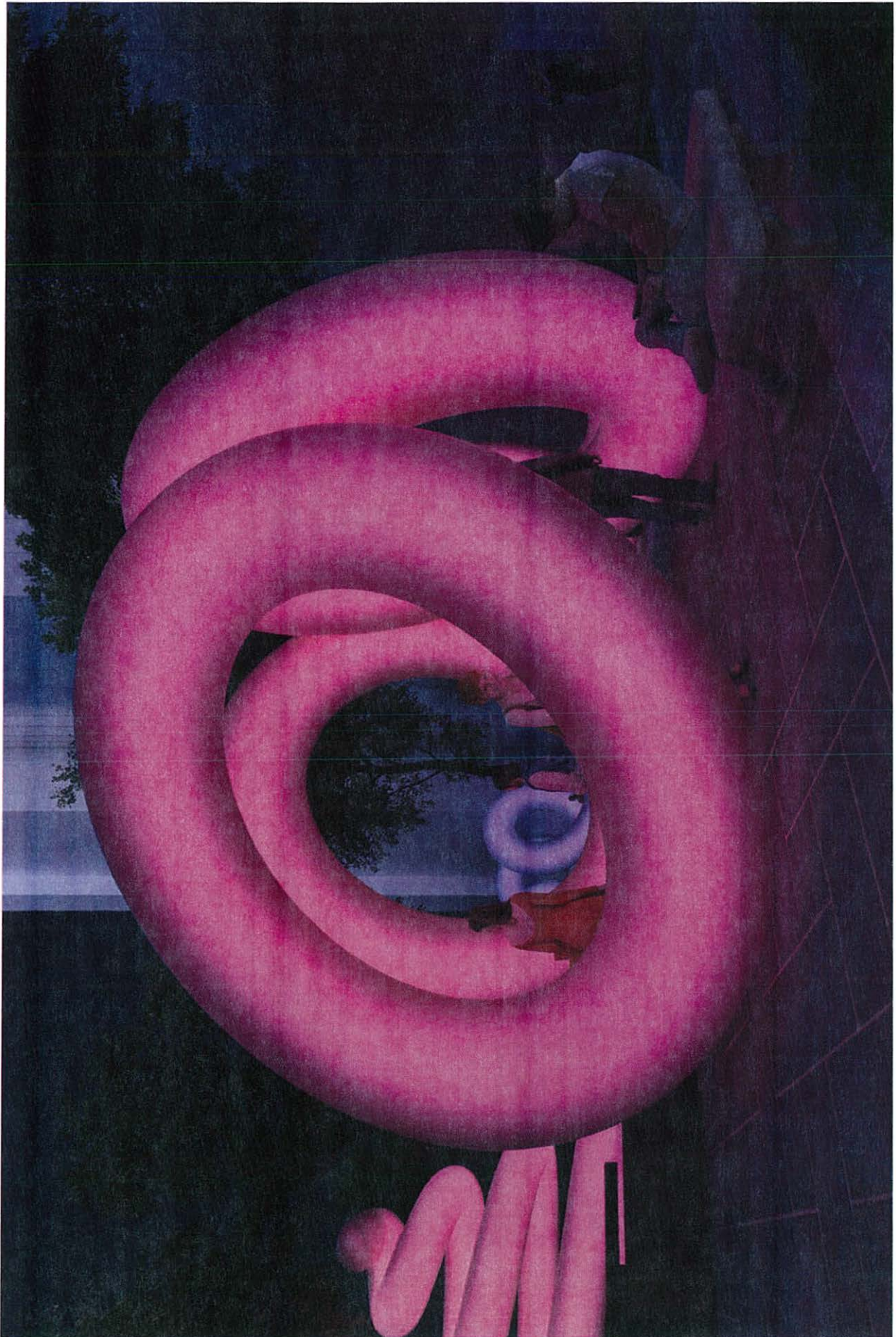
Spiral Ground

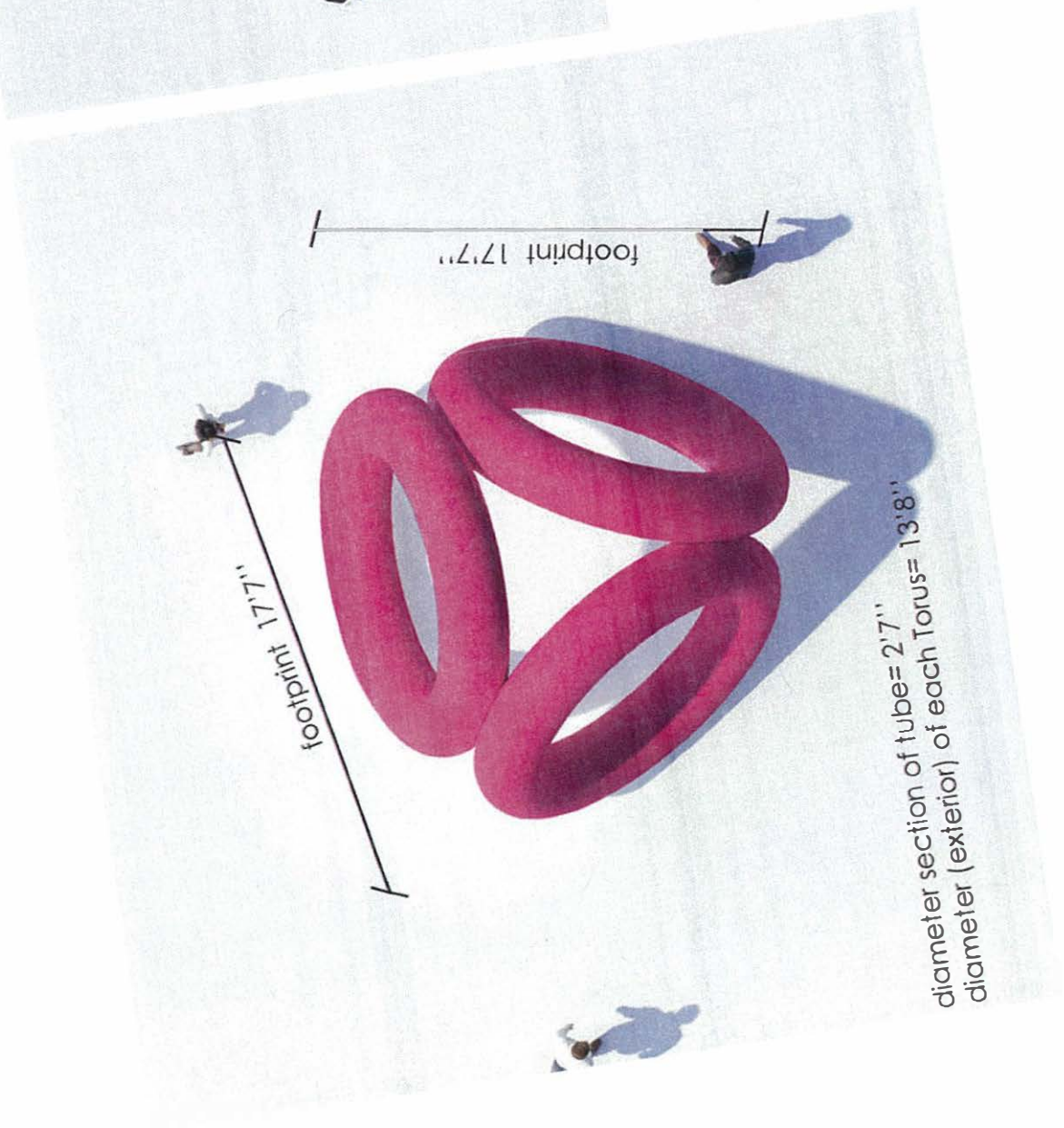




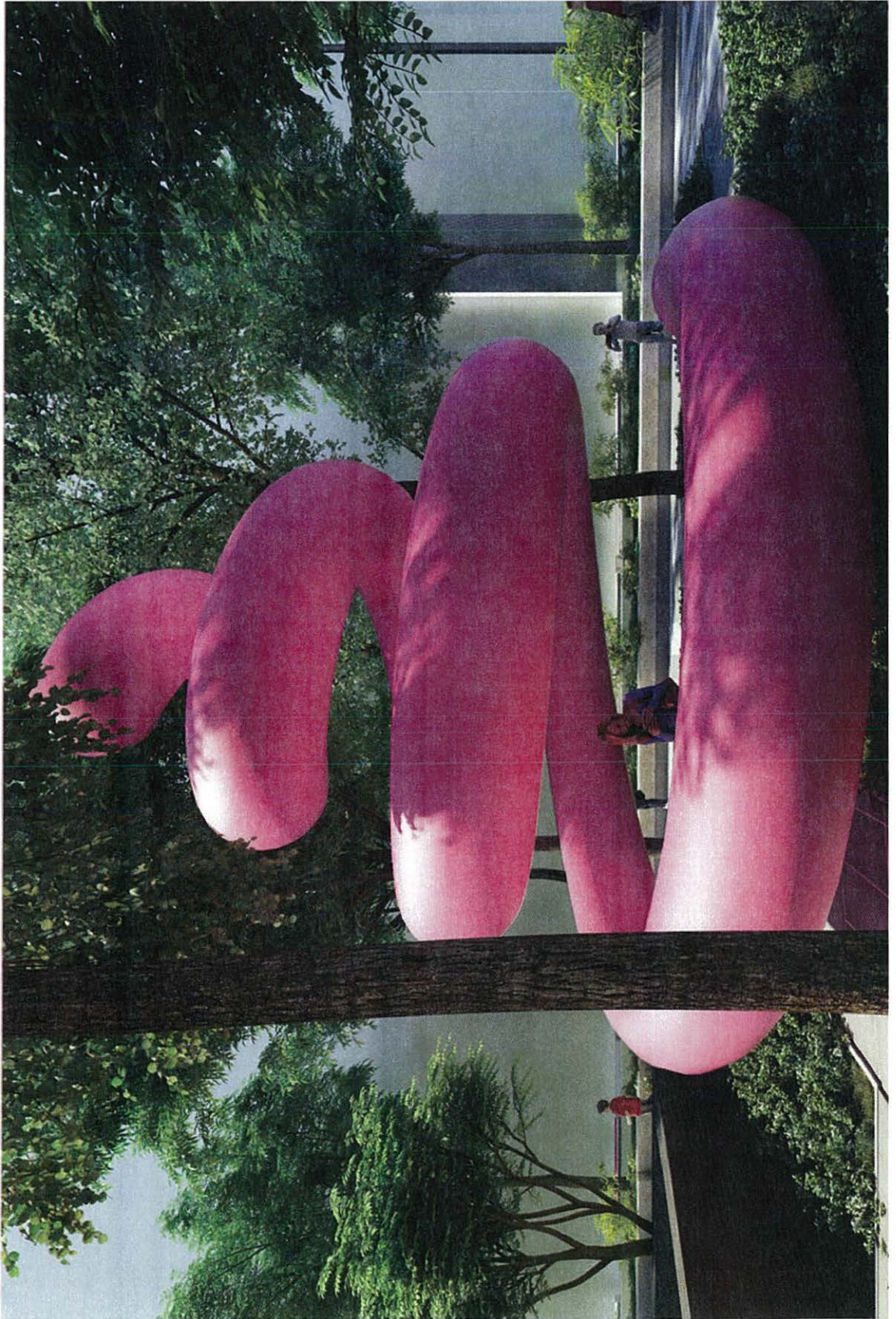
3 CIRCLES

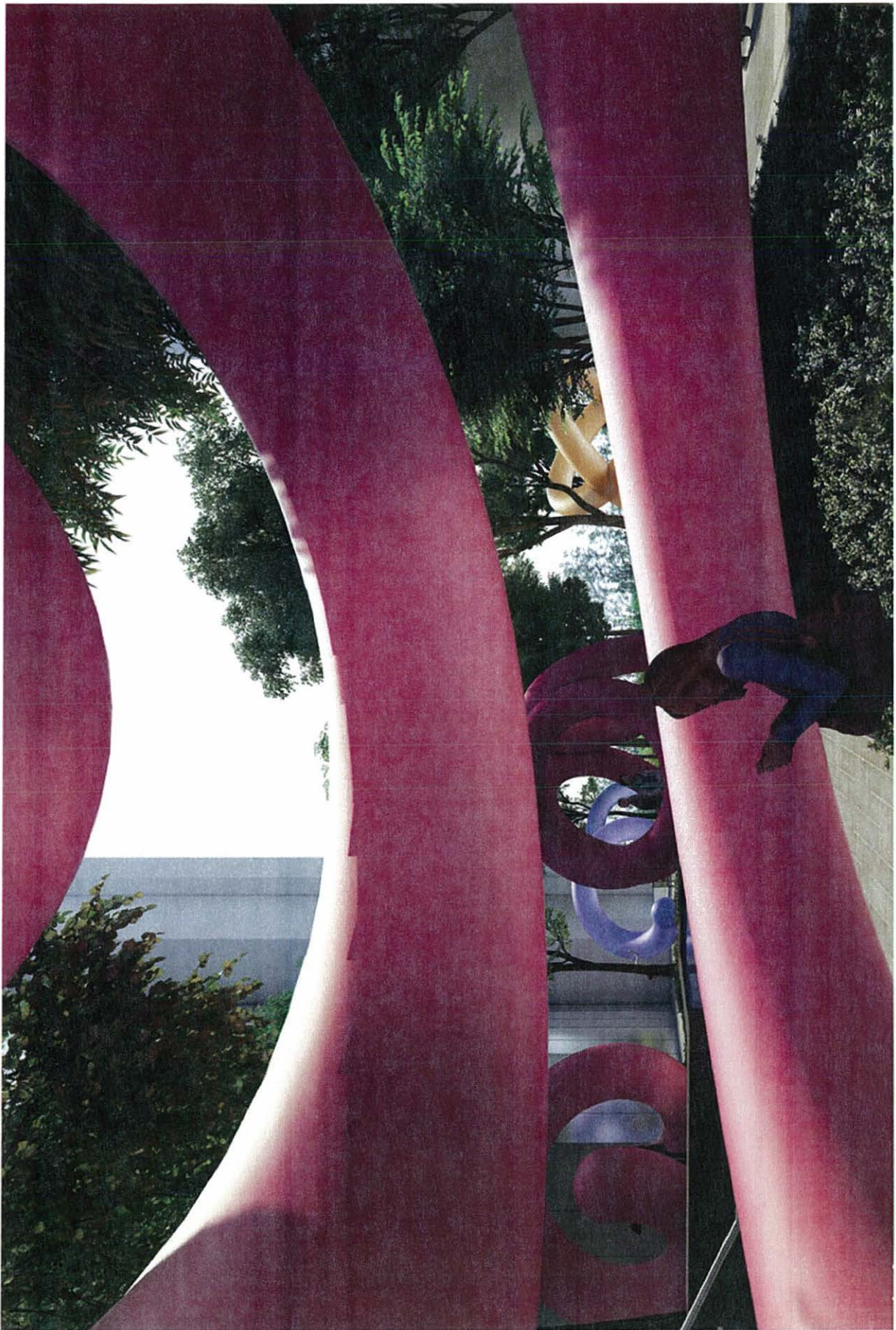


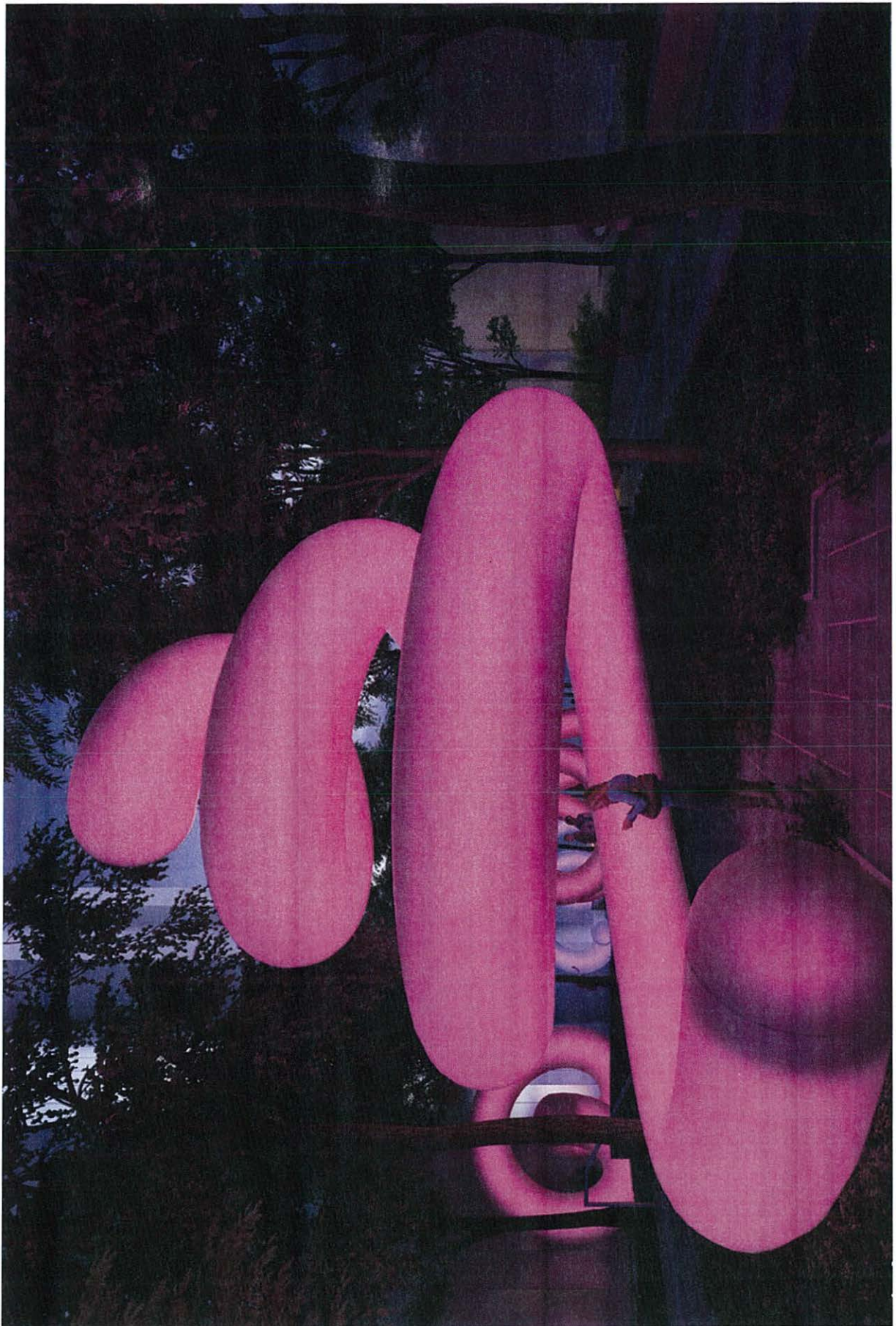


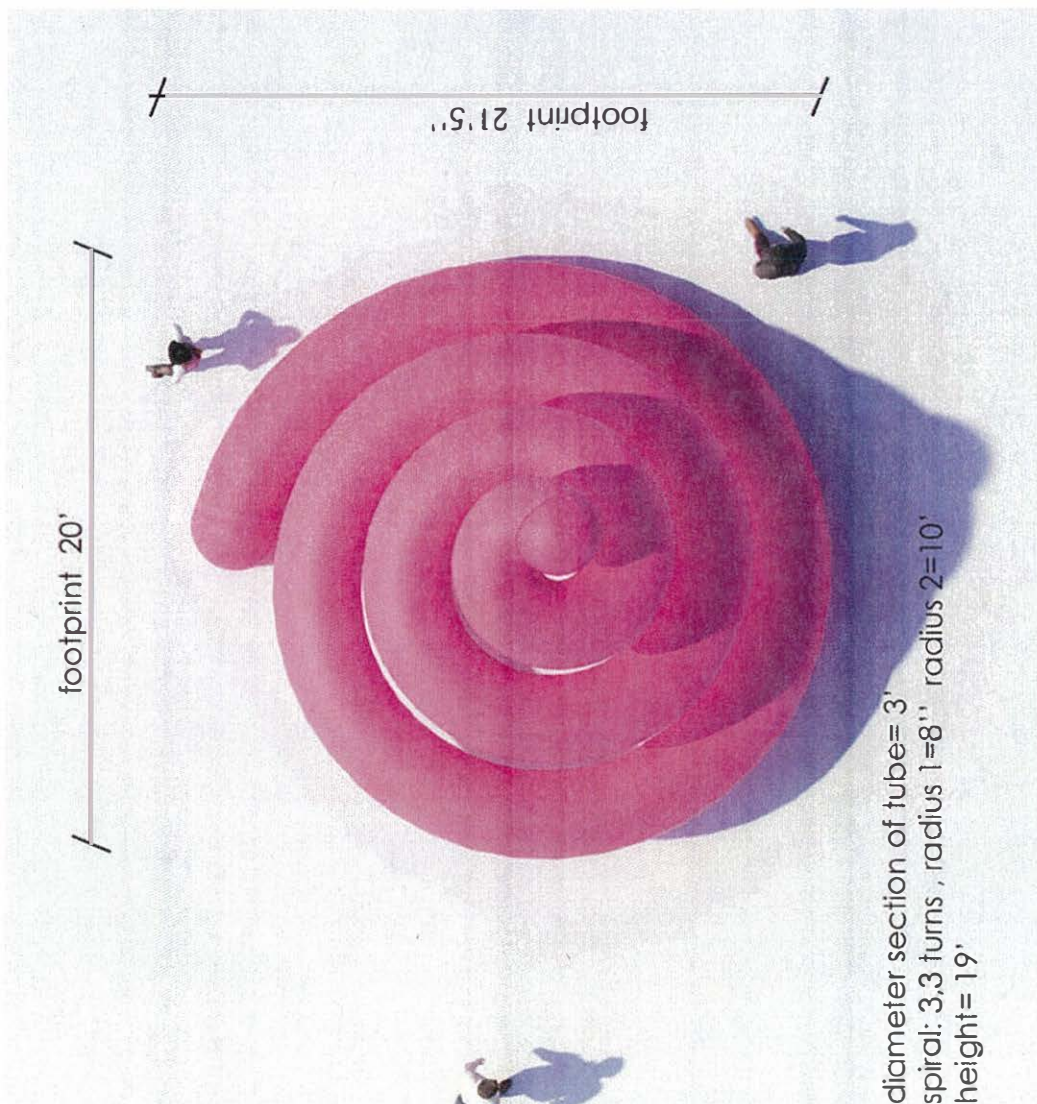


SPIRAL UP

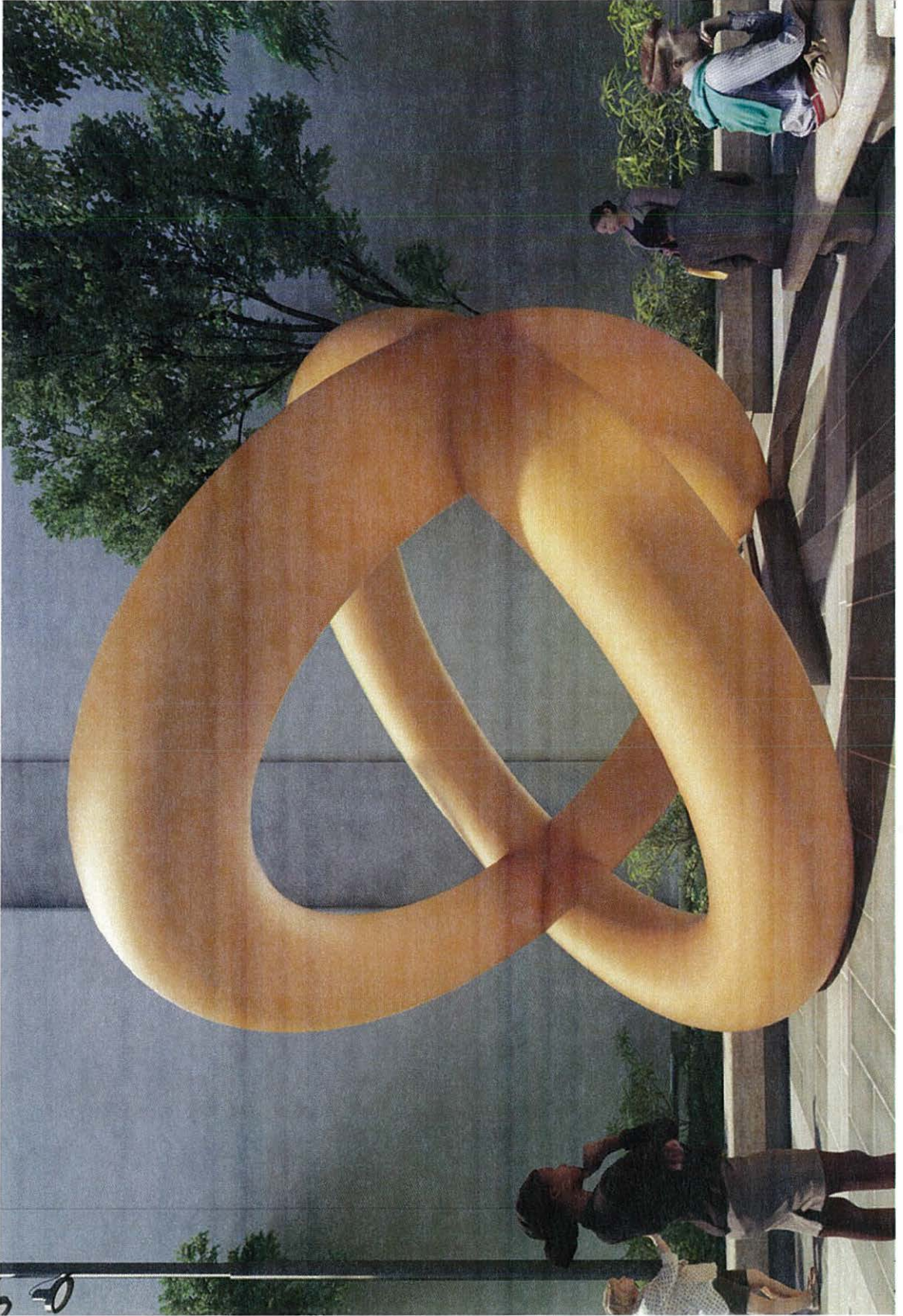


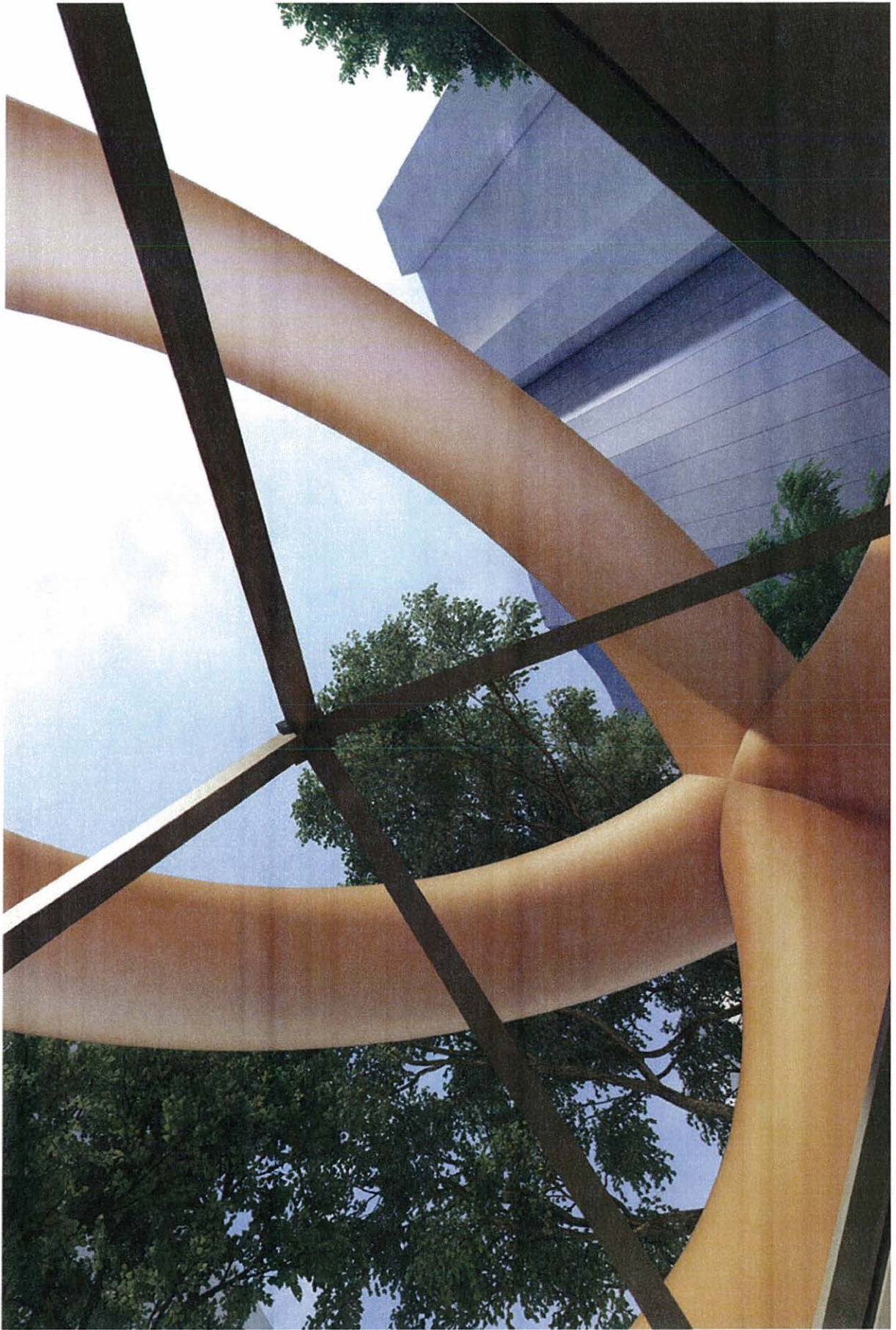


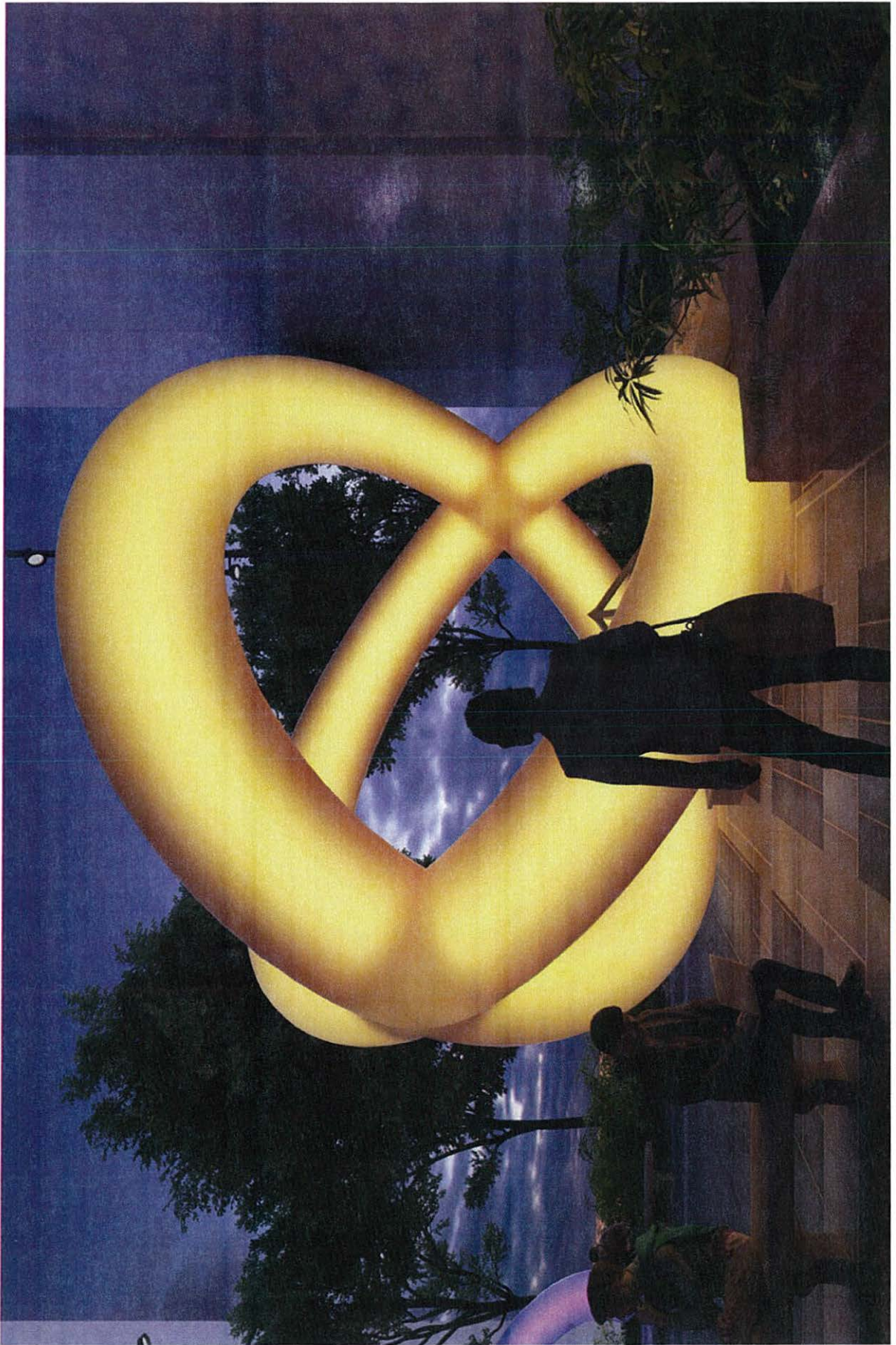


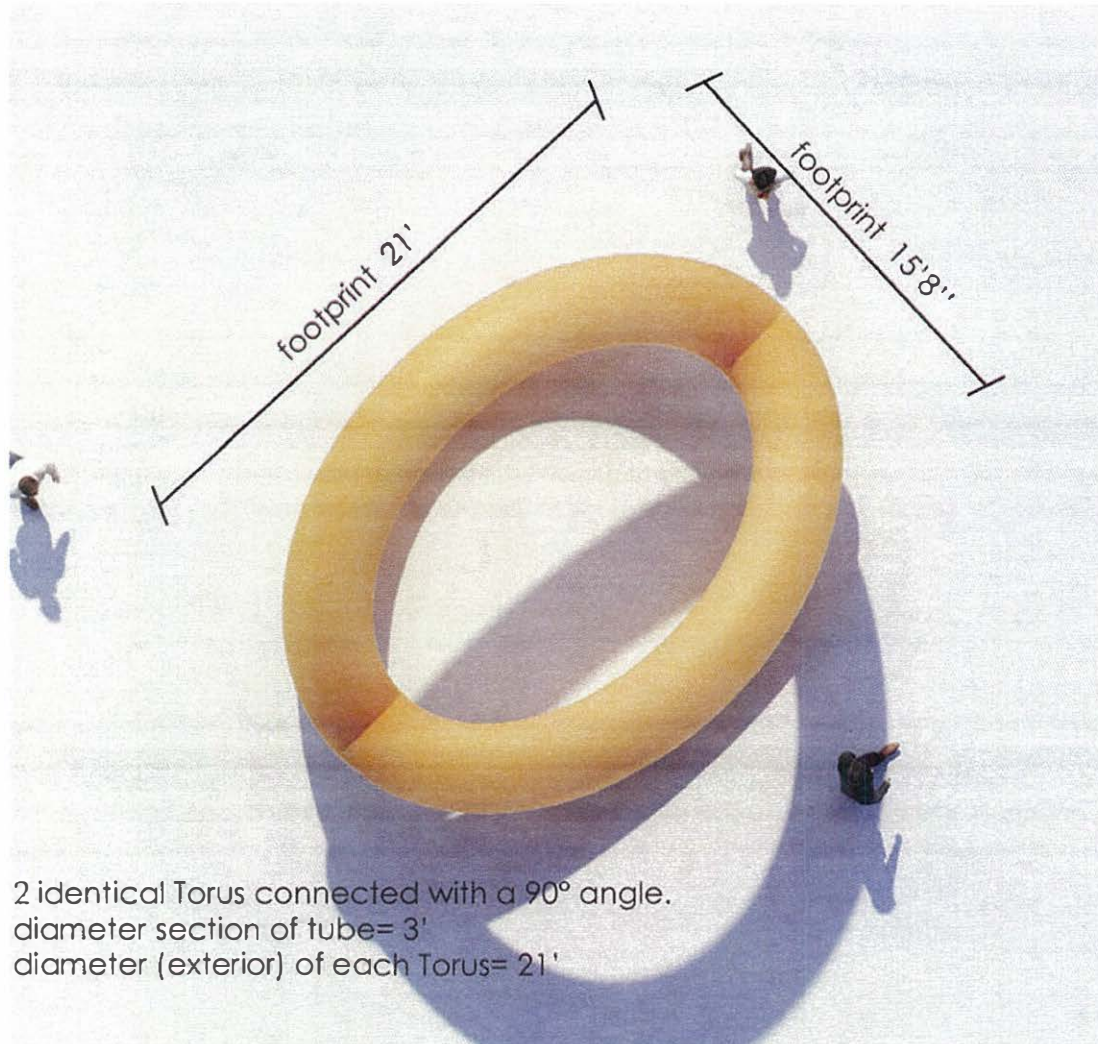


2 CIRCLES

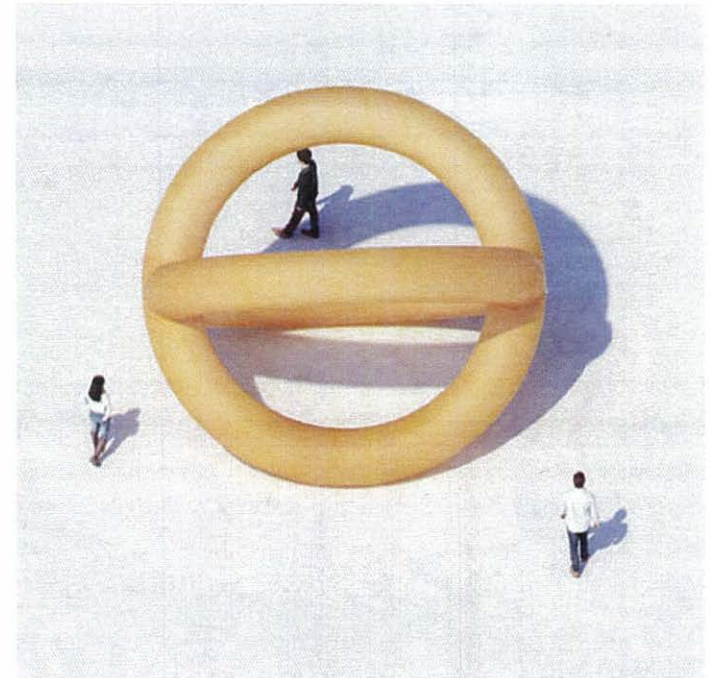




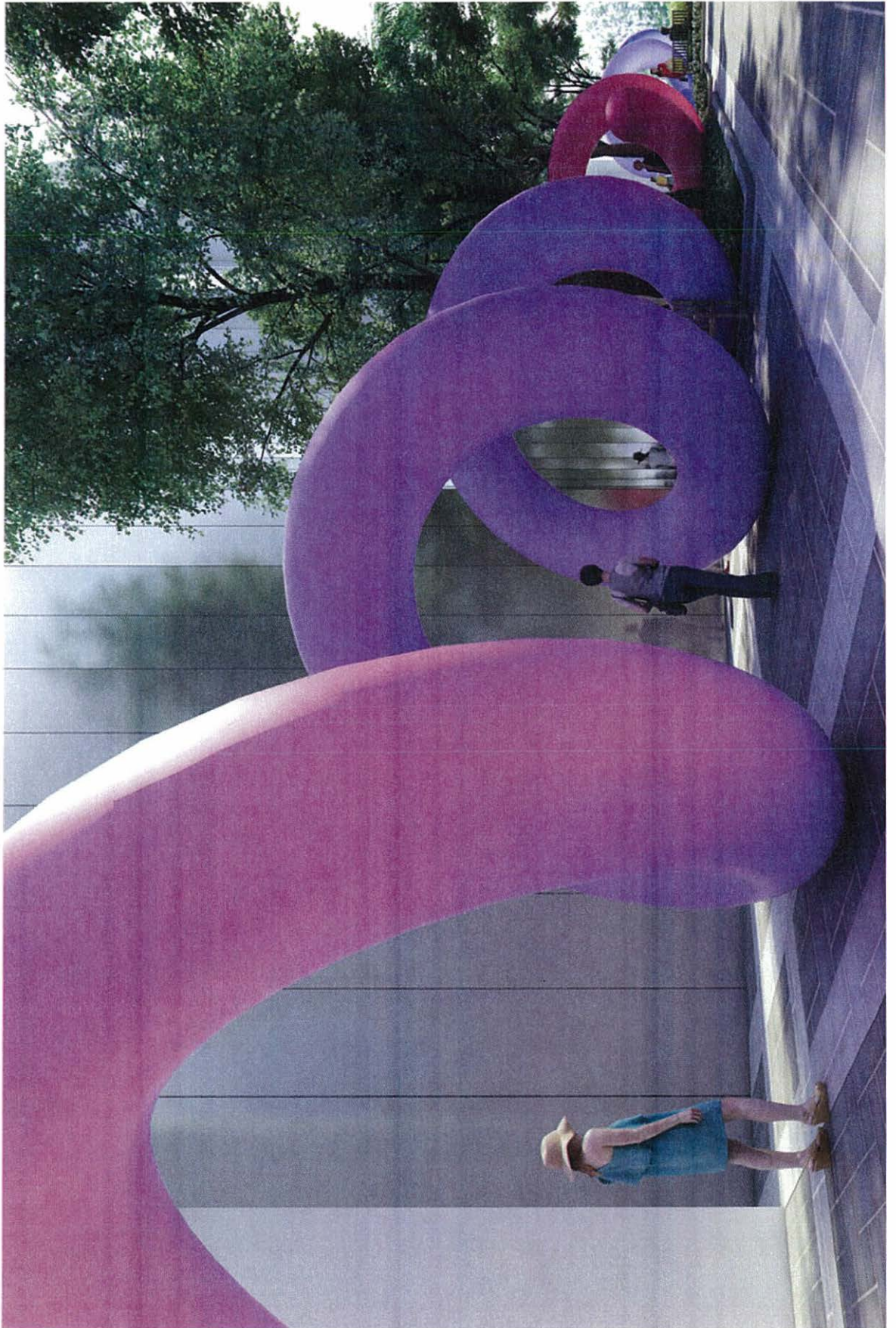


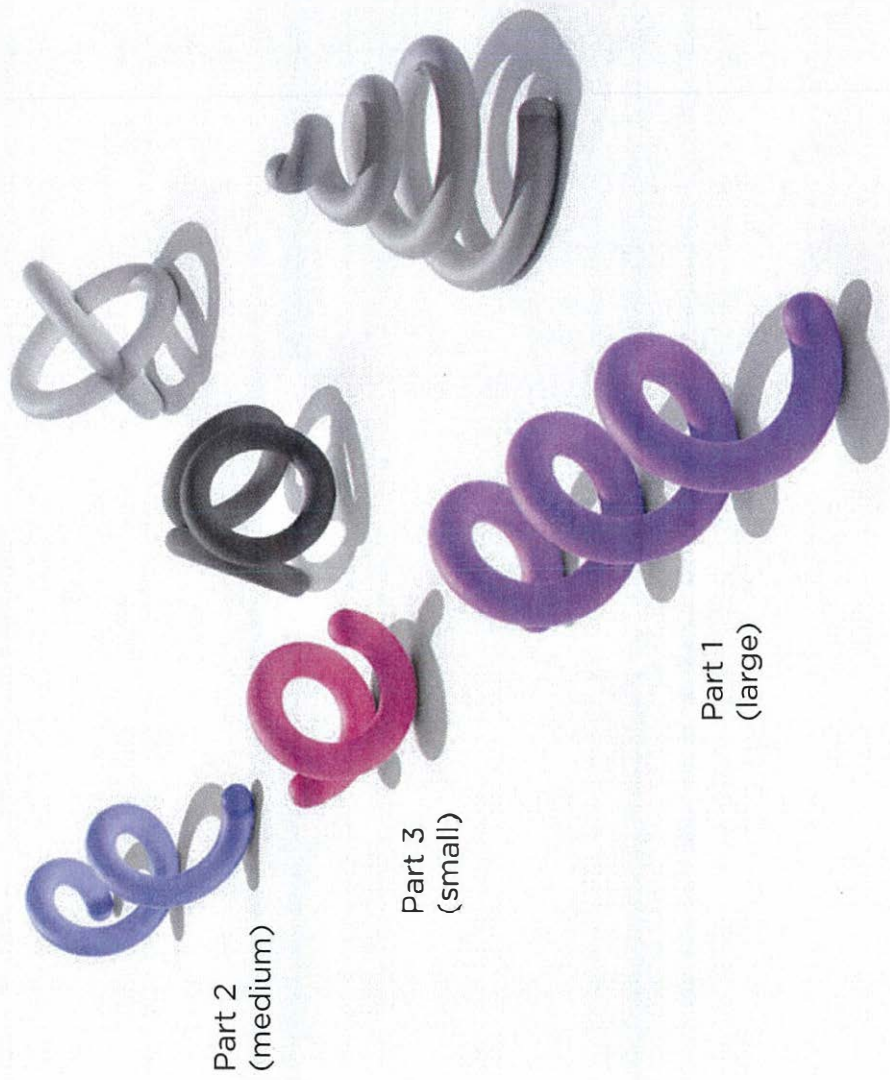


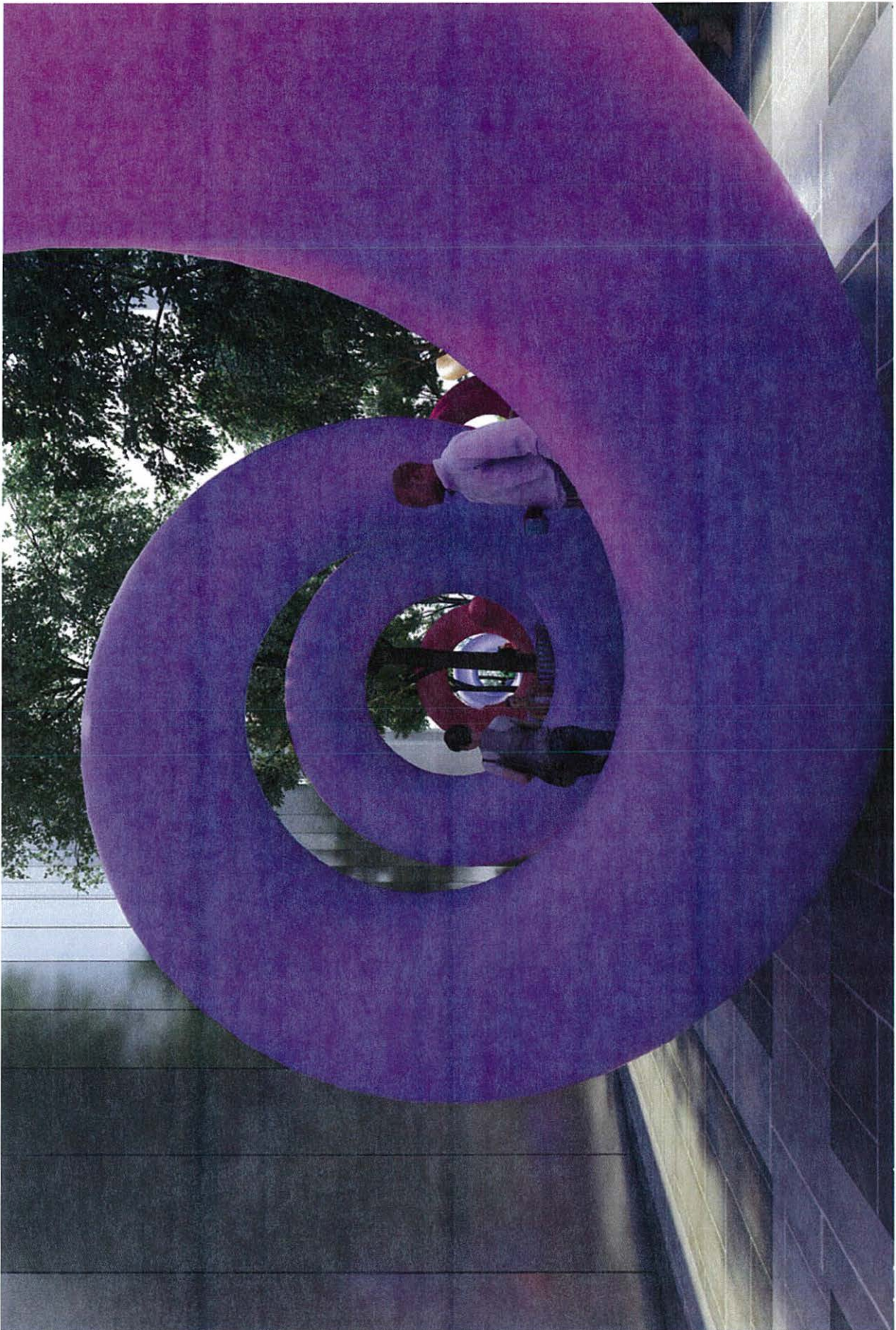
2 identical Torus connected with a 90° angle.
 diameter section of tube= 3'
 diameter (exterior) of each Torus= 21'



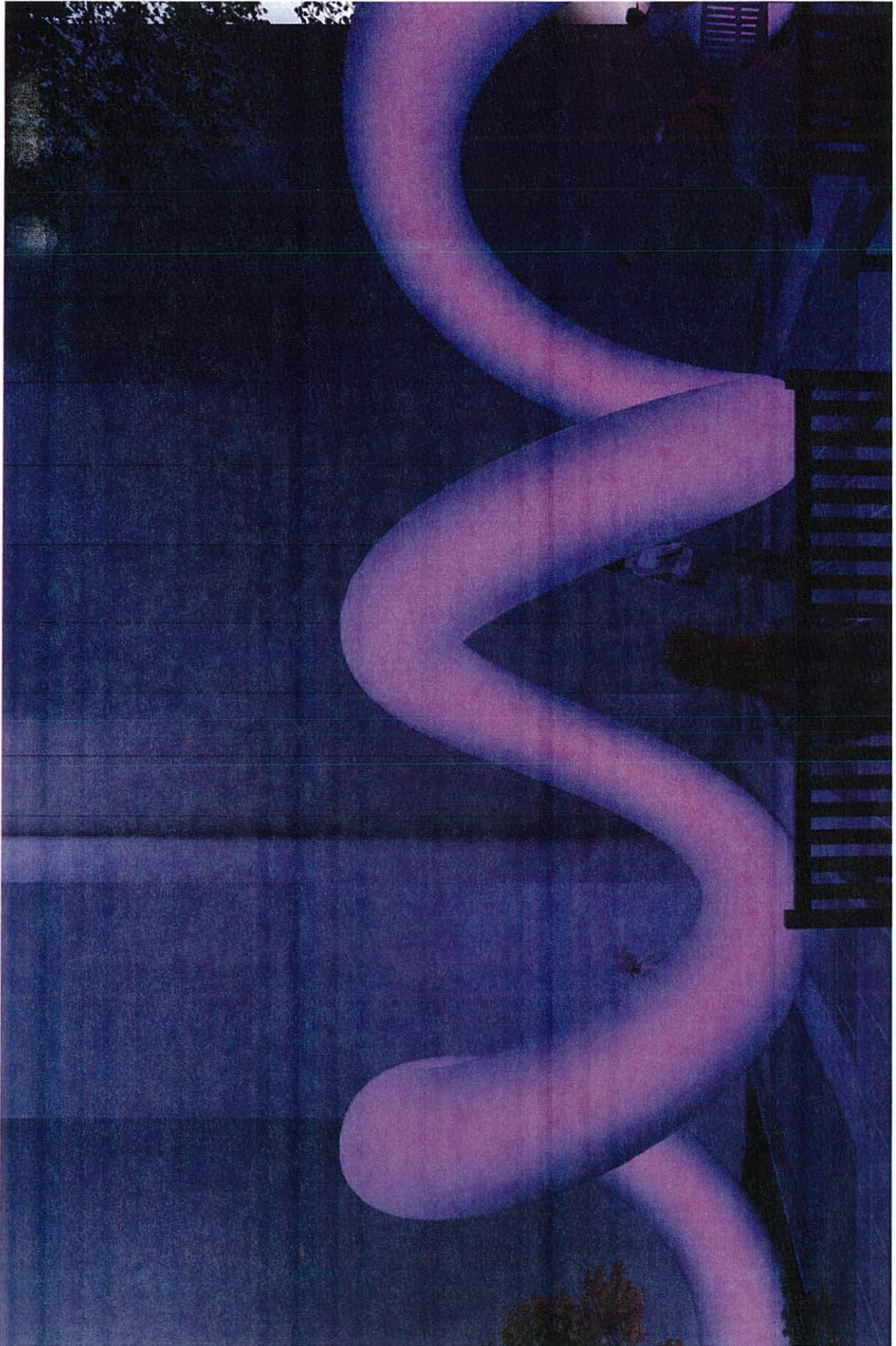
SPIRAL GROUND

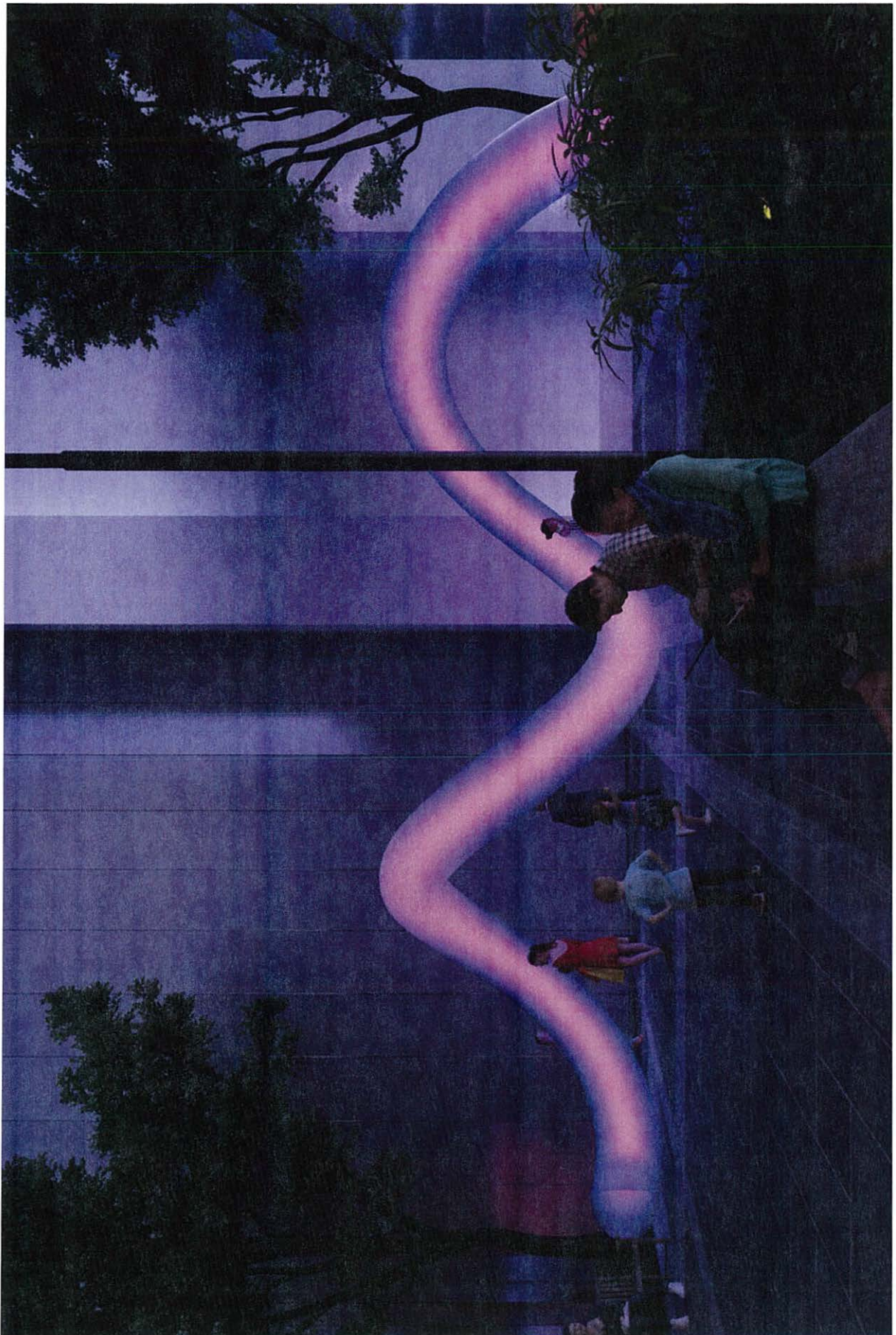


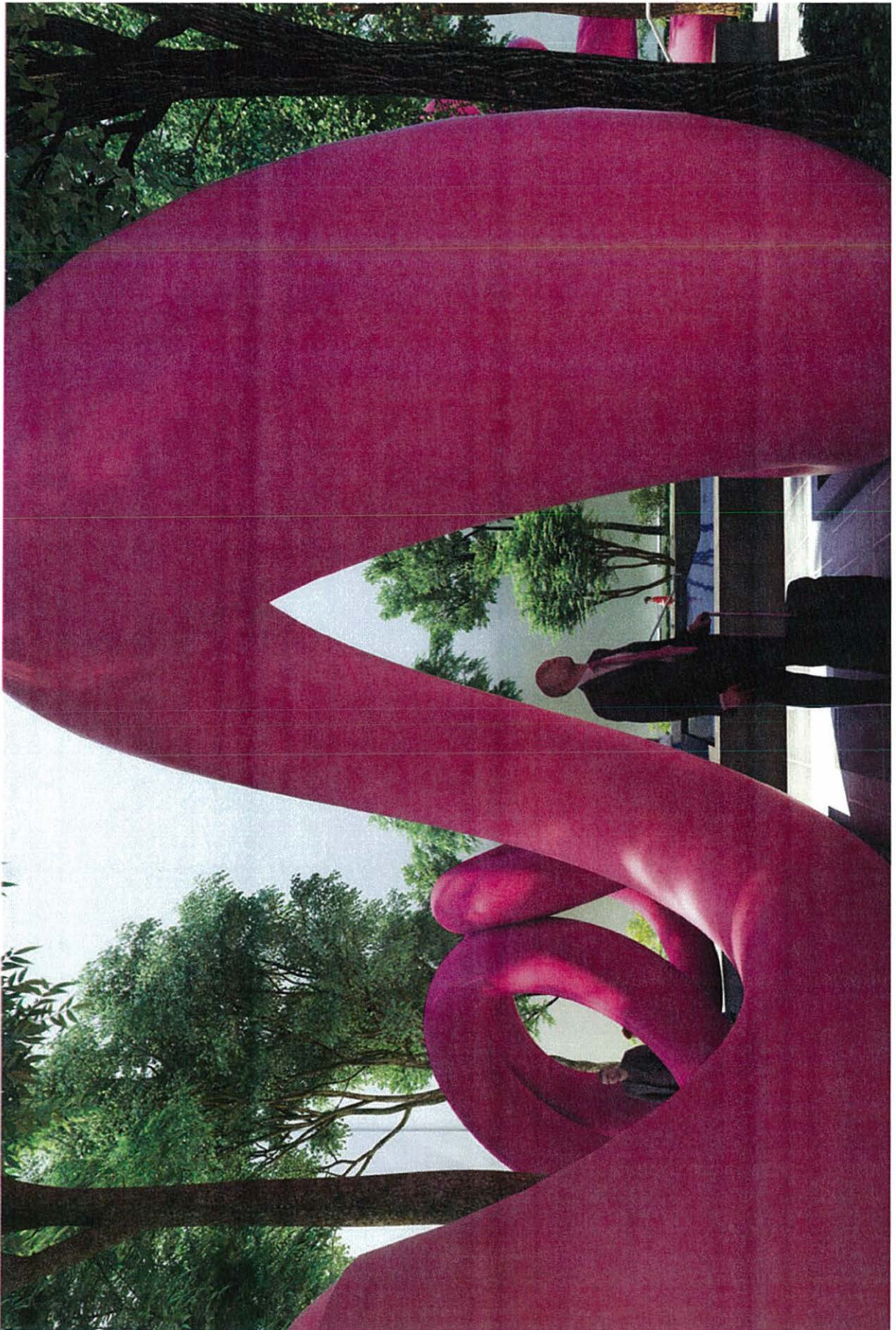


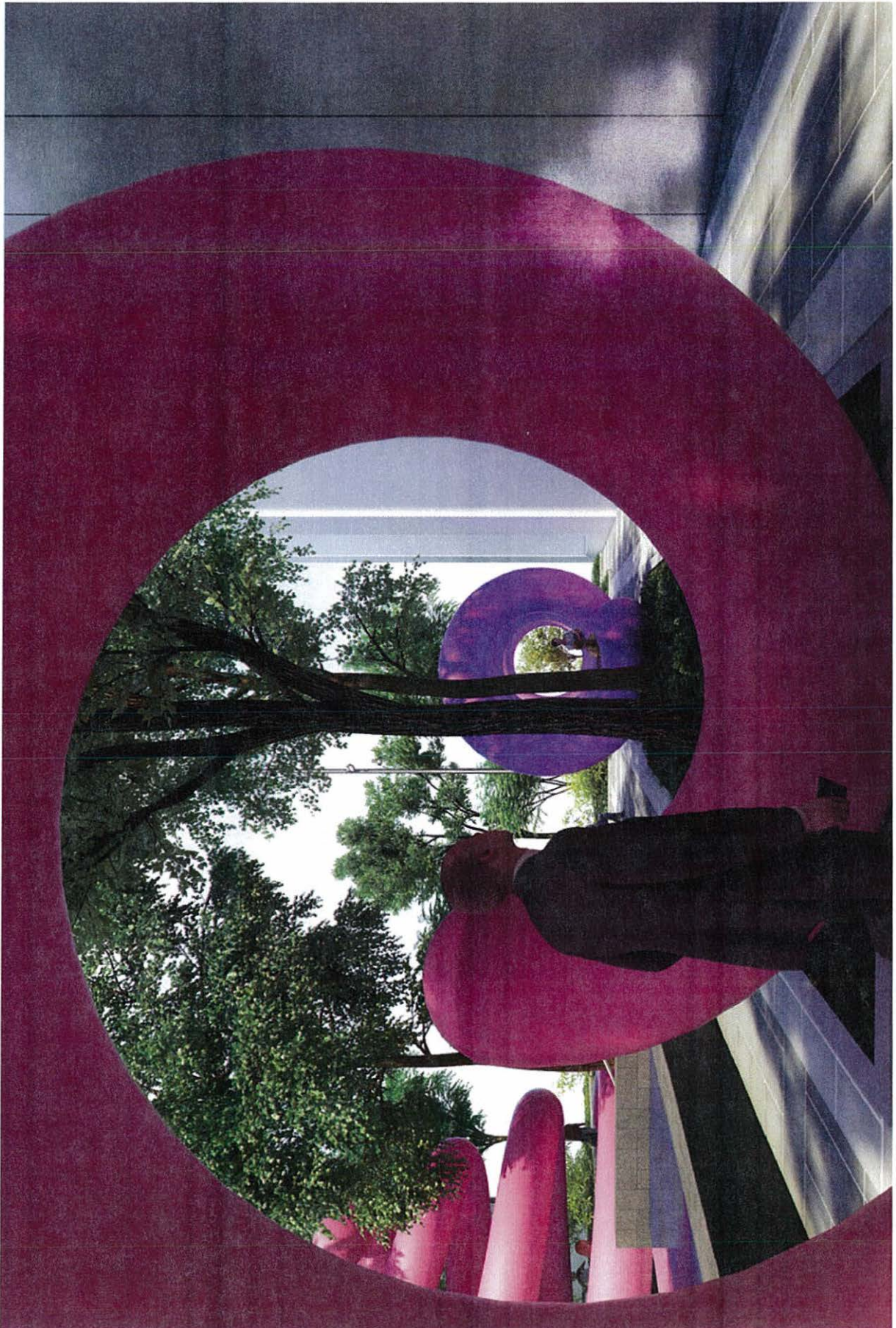


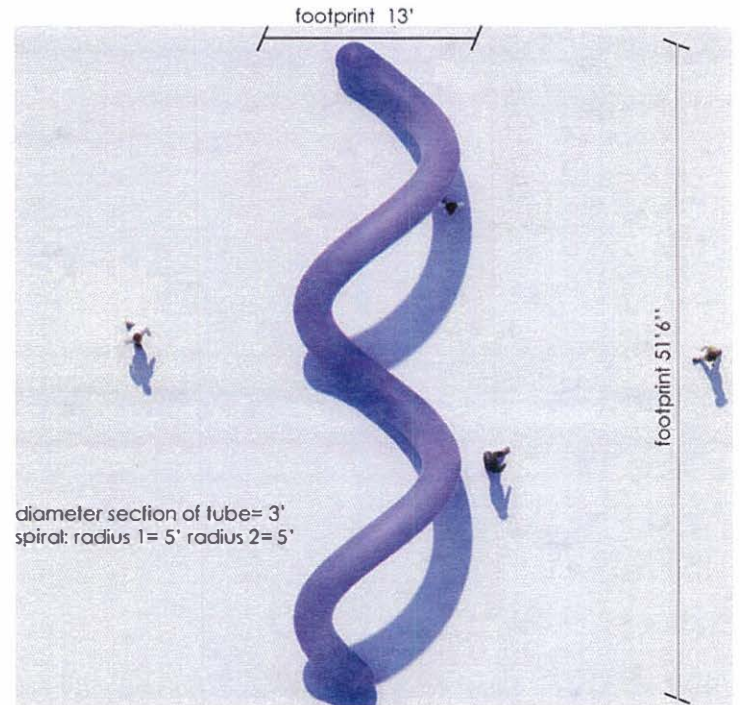
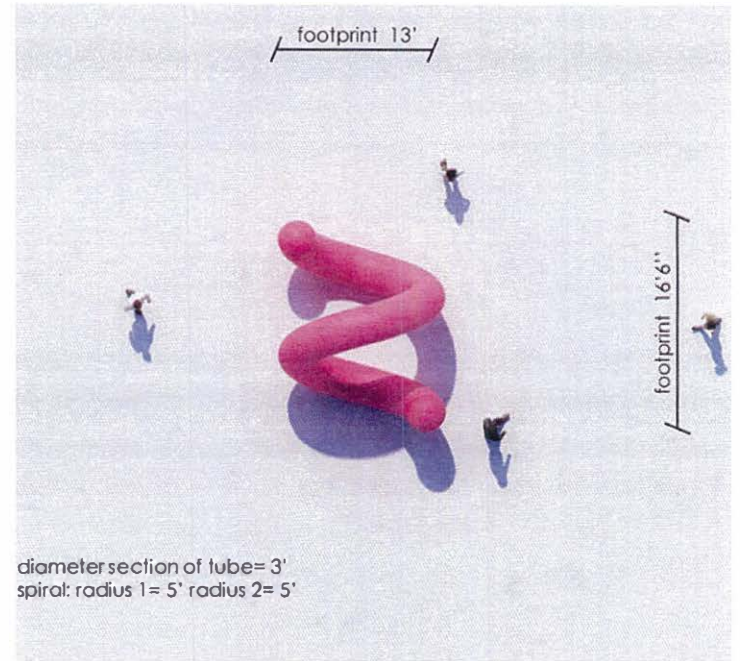
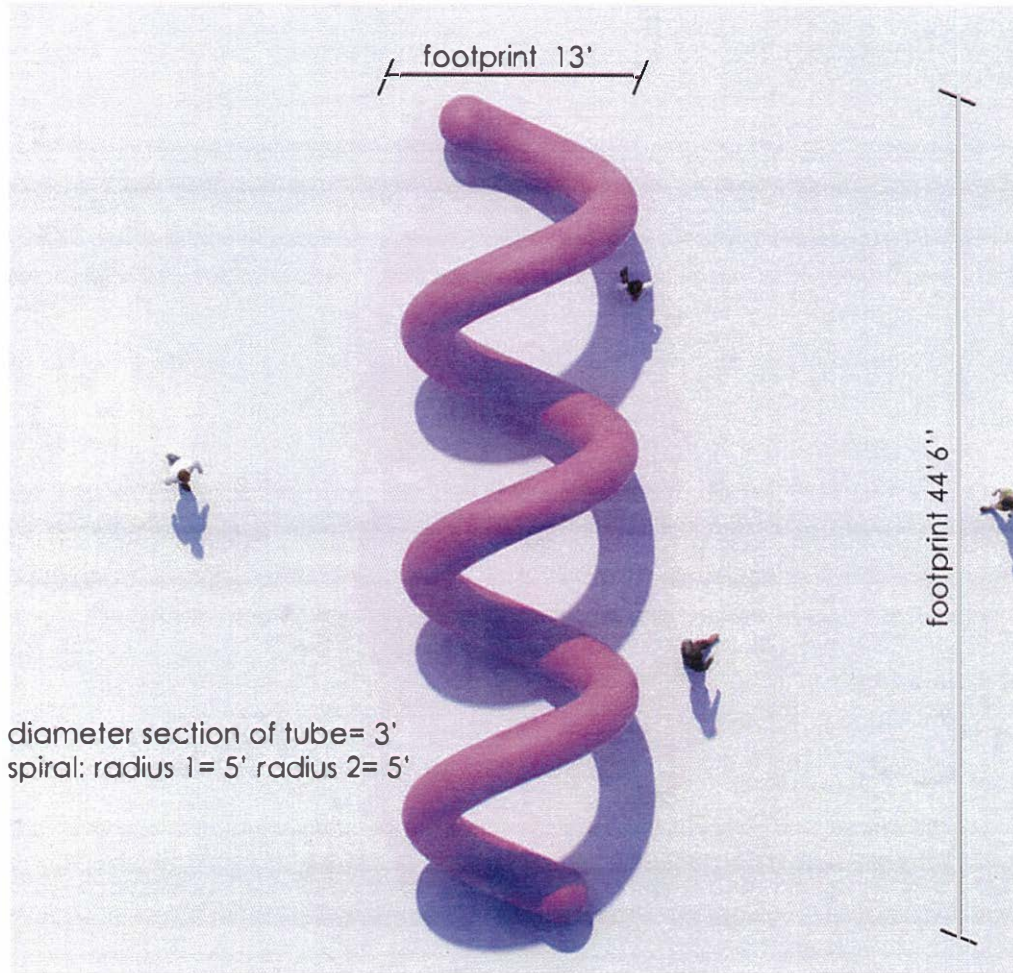




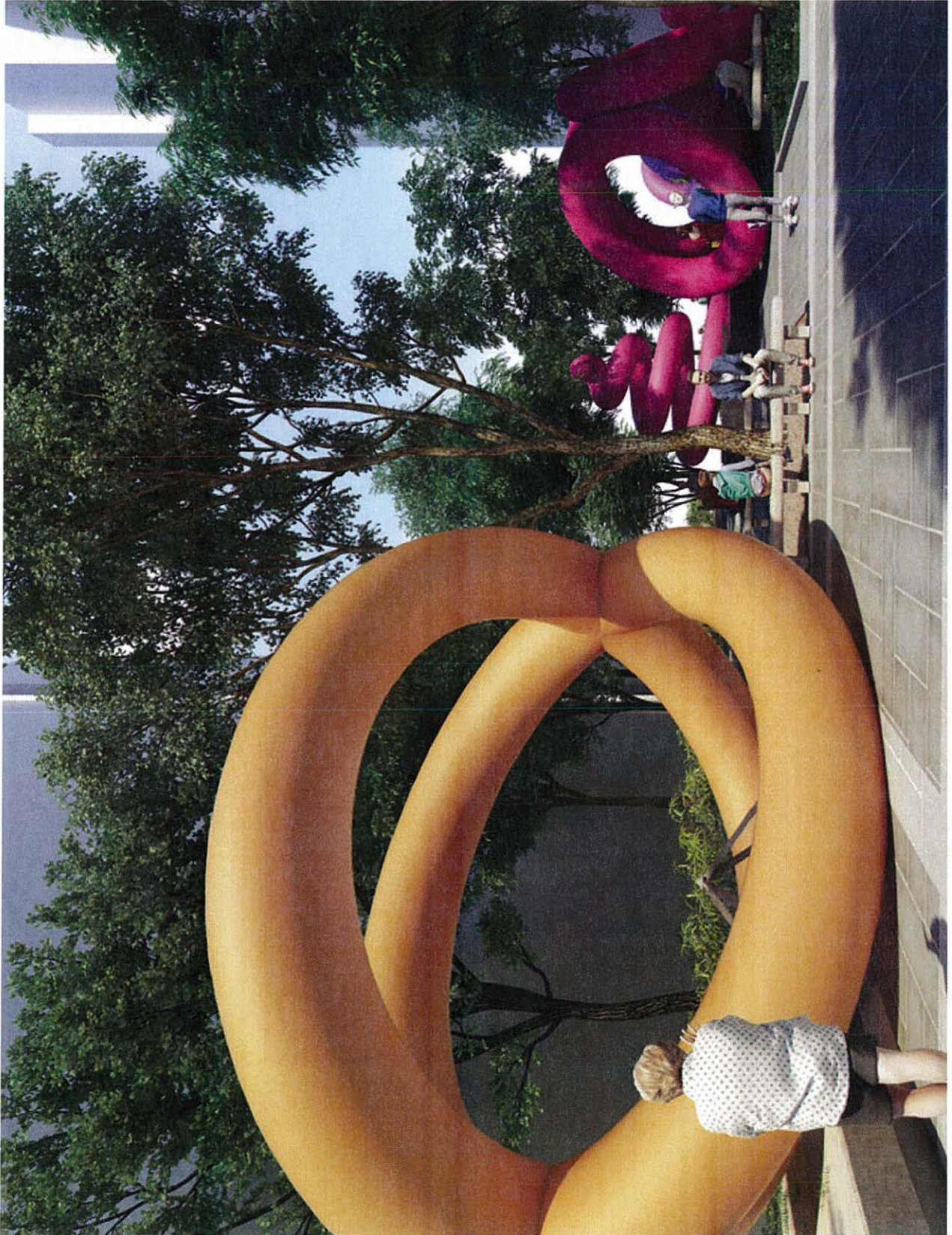


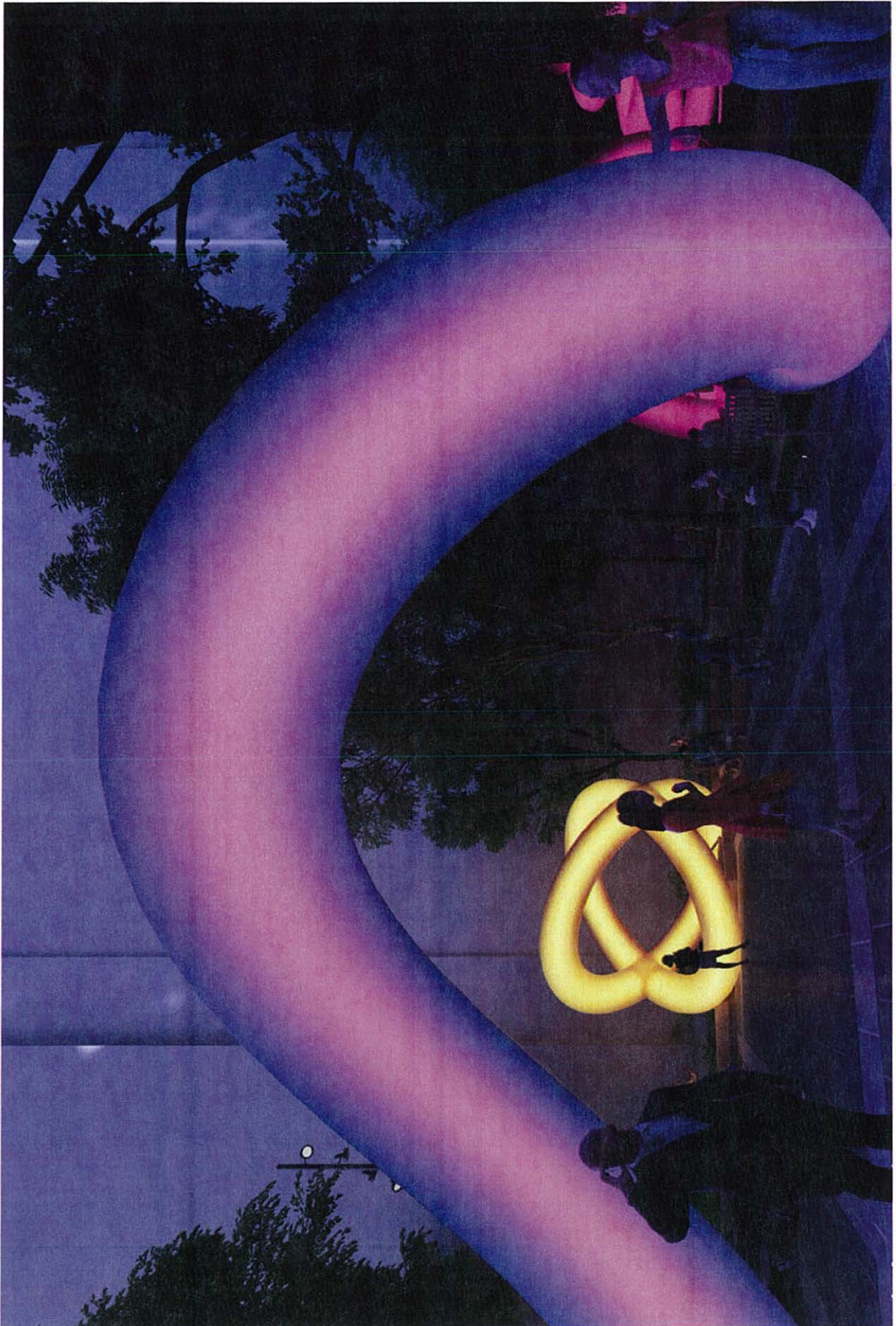












ARTIST CONCEPT: INDOOR

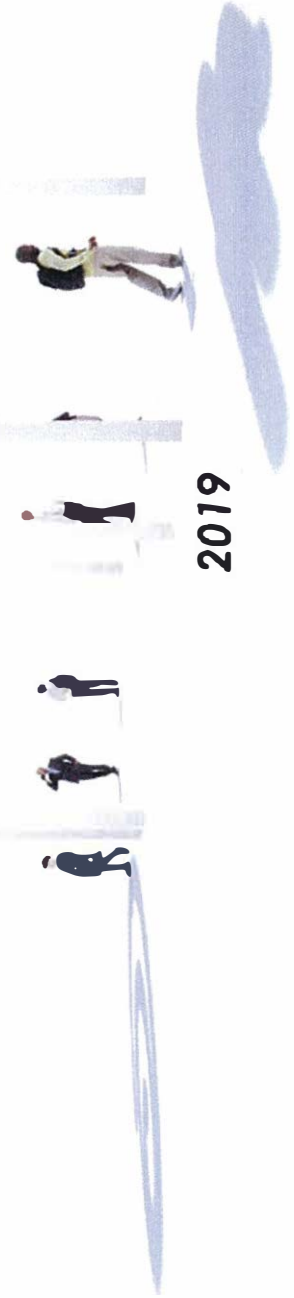
Spirals Angle



Spiral 1: west side

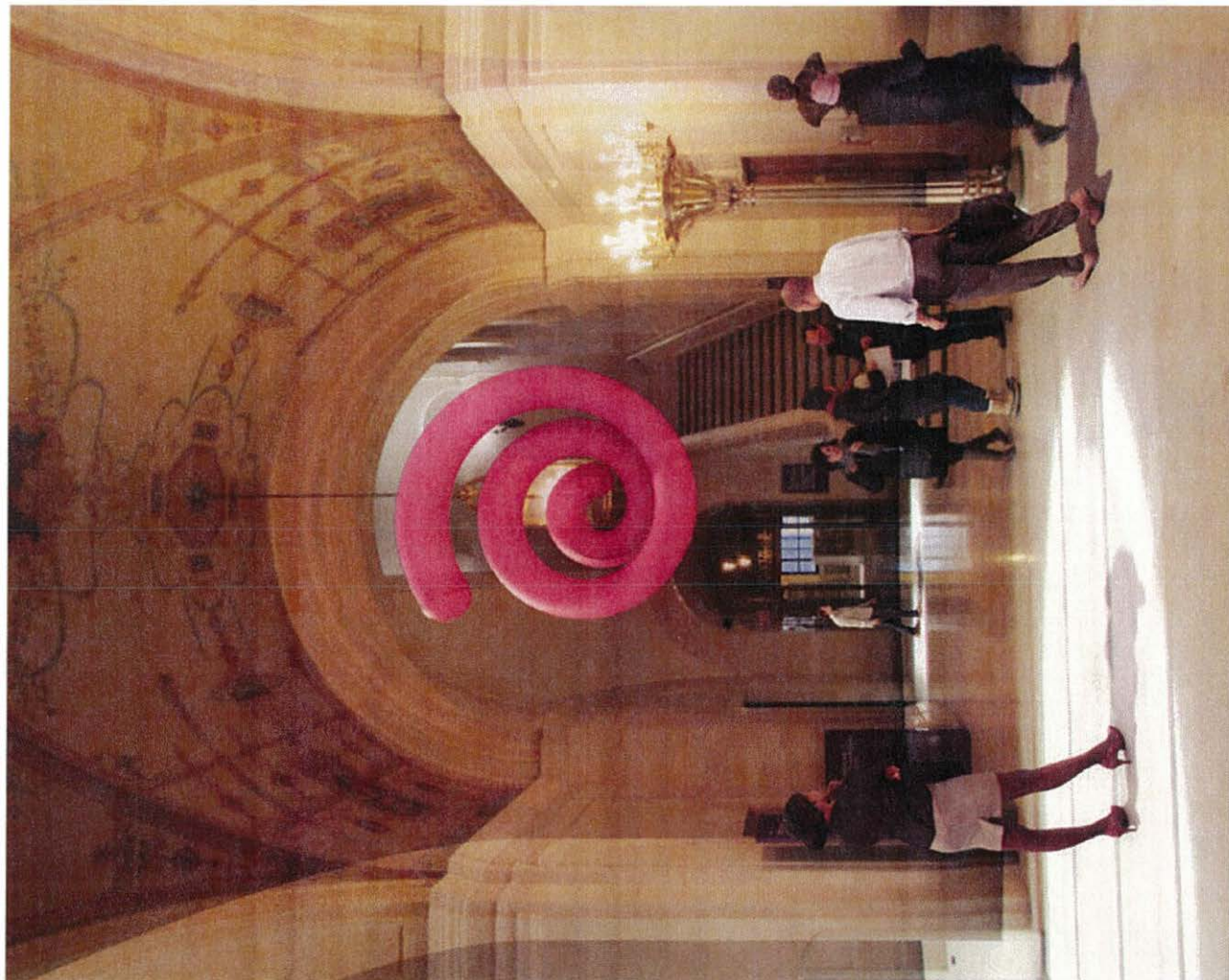


Spiral 2: east side

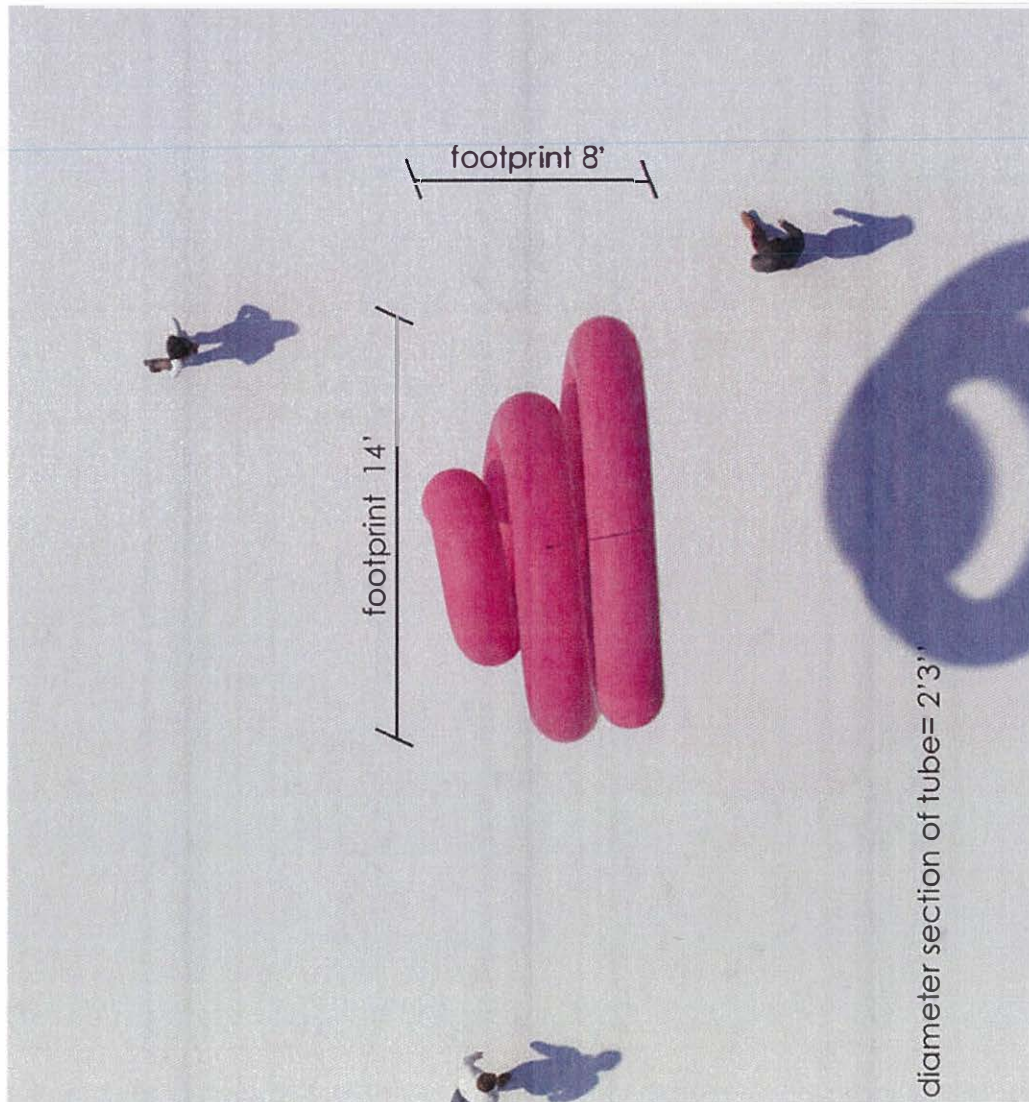


2019

Spiral 1: west side



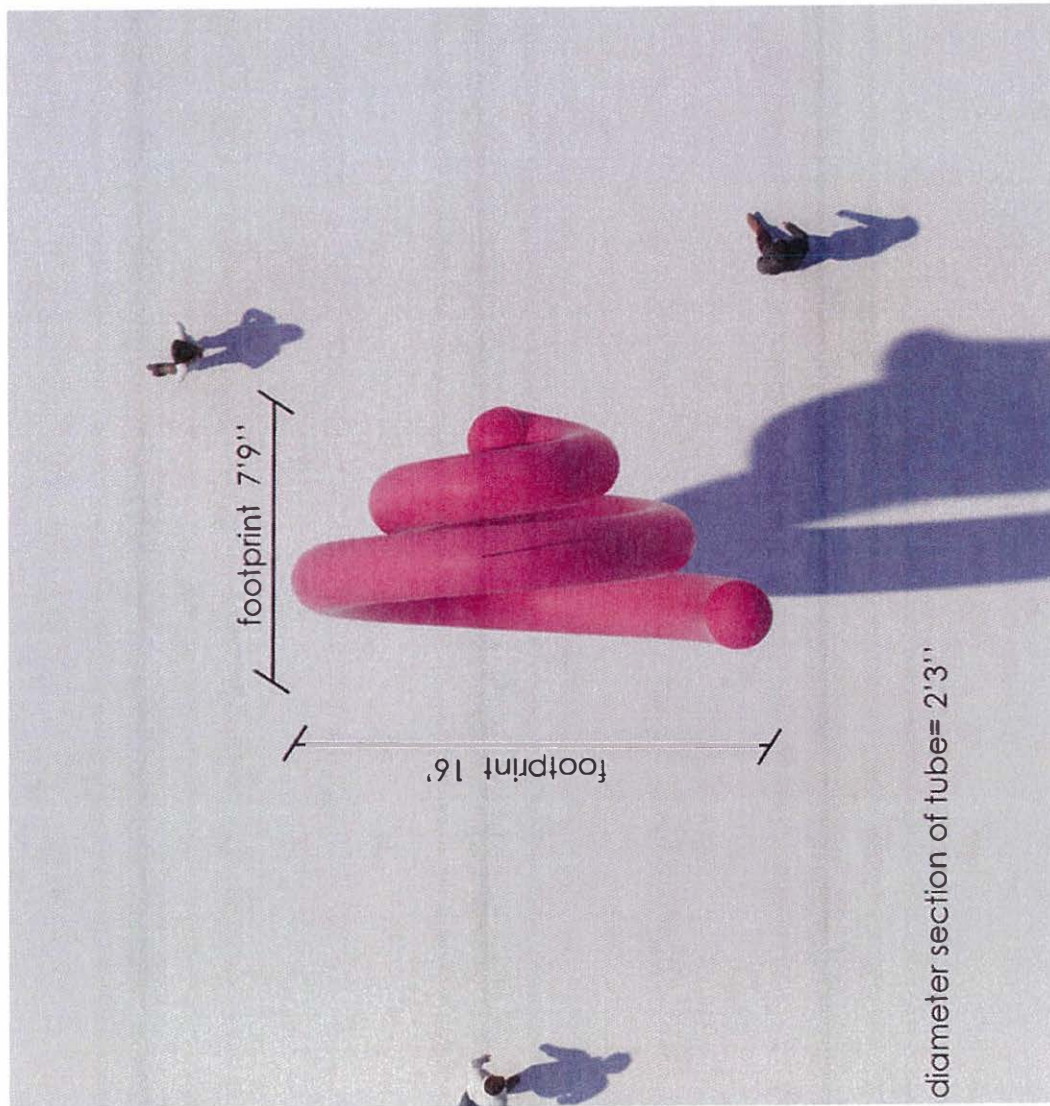
Spiral 1: west side





Spiral 2: east side

Spiral 2: east side



Timeline

March: Board concept approval

March-April: Design finalization (working with Inflatable Images)

April-June: Fabrication

June: Installation of indoor artwork

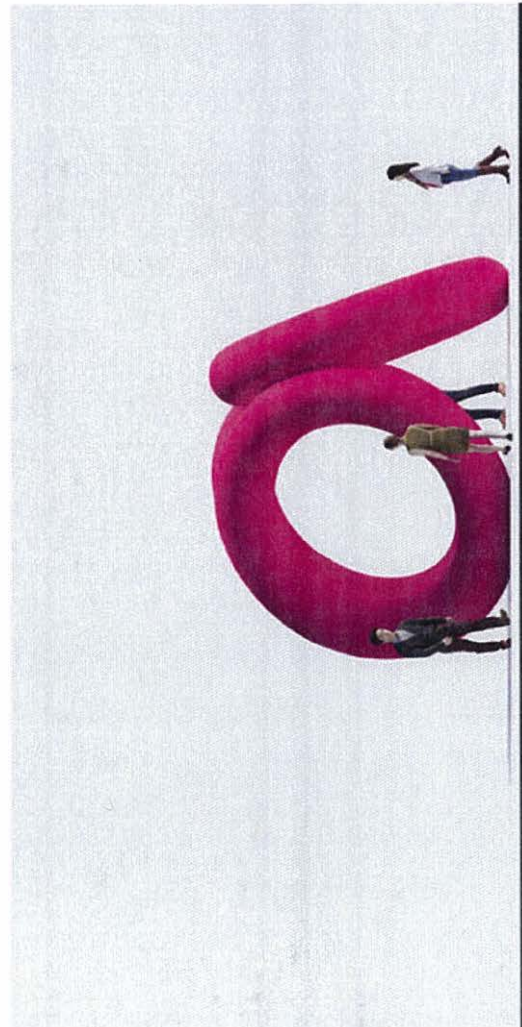
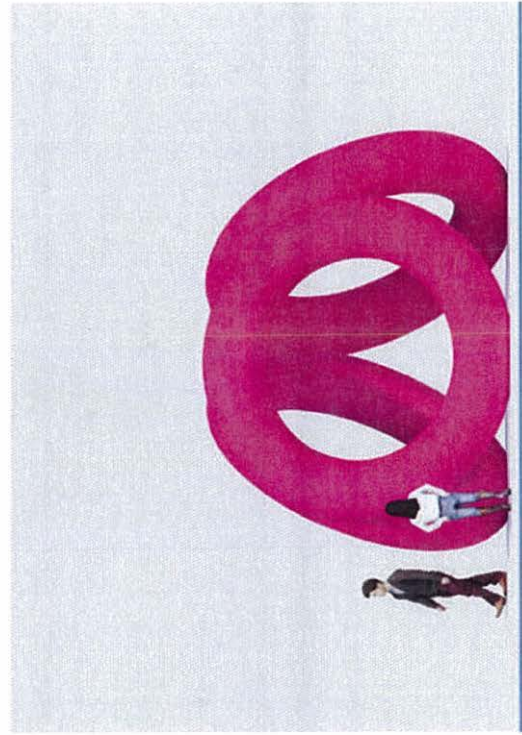
July 25th/26th: Installation of outdoor artworks

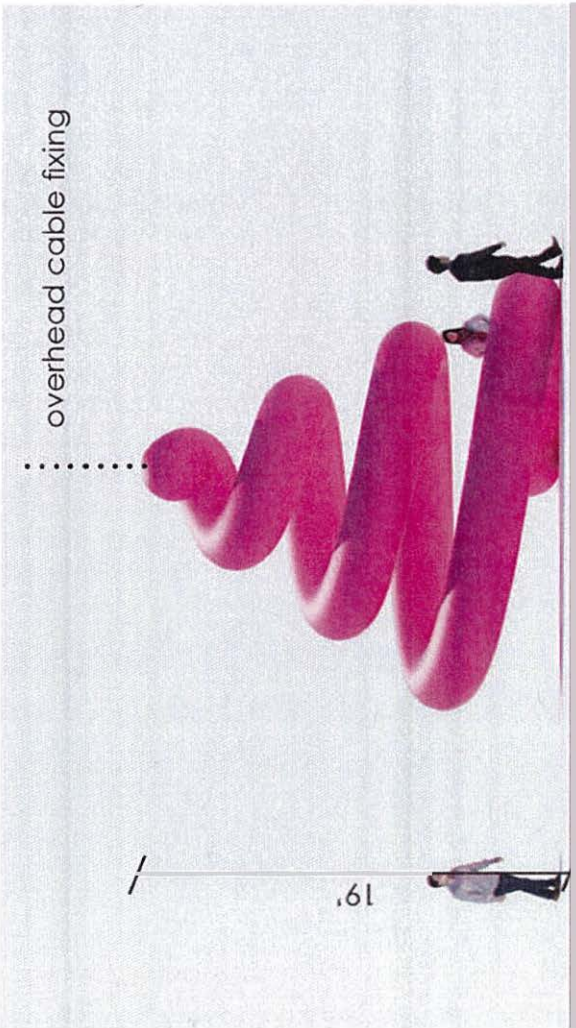
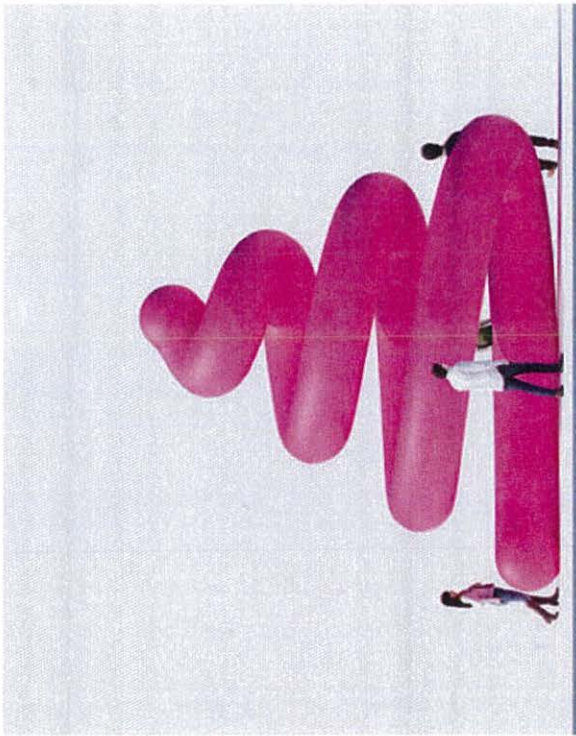
July 27th: CPL 150th Celebration

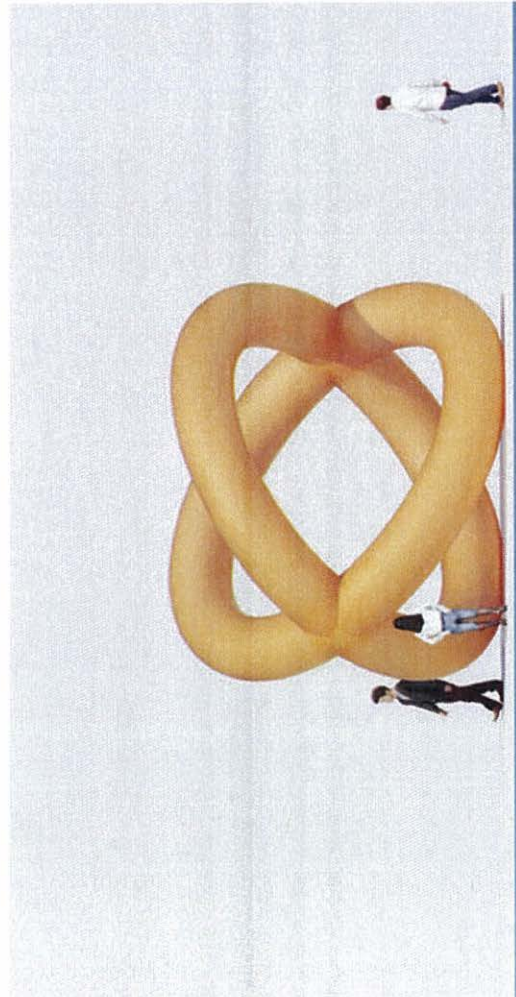
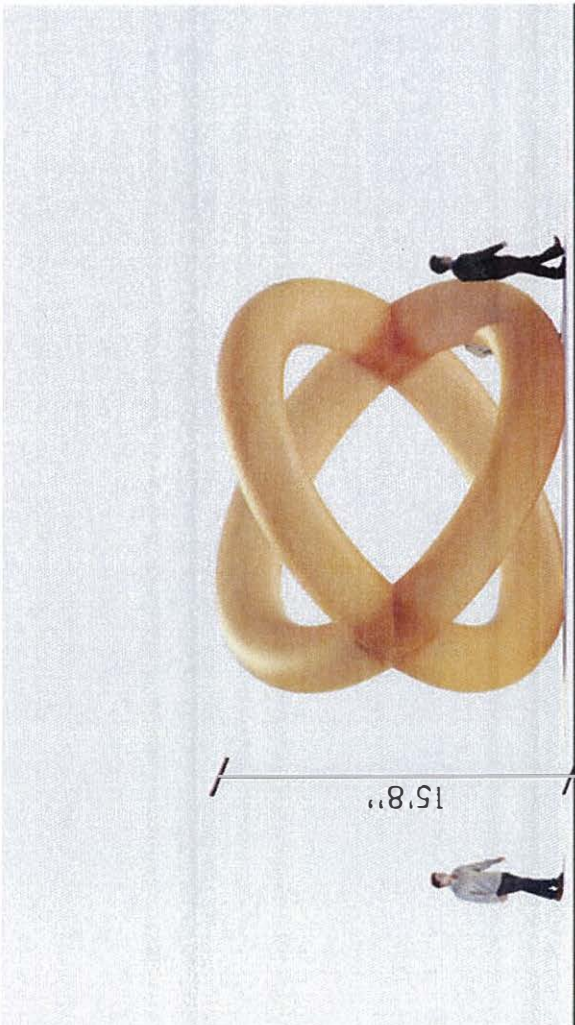
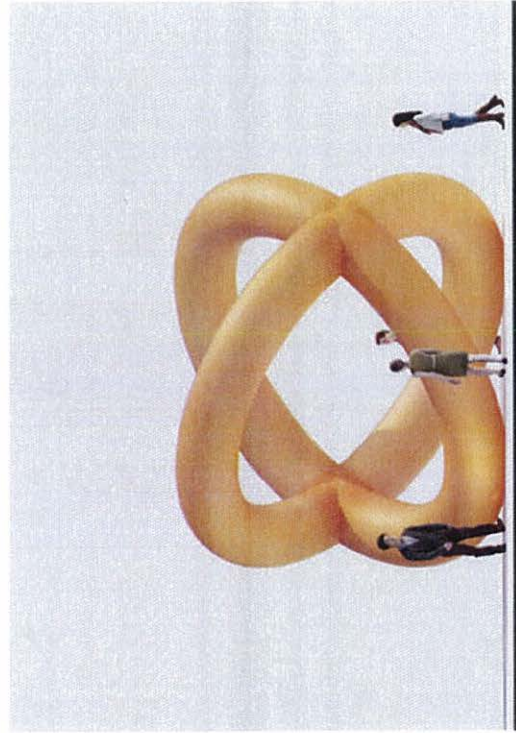
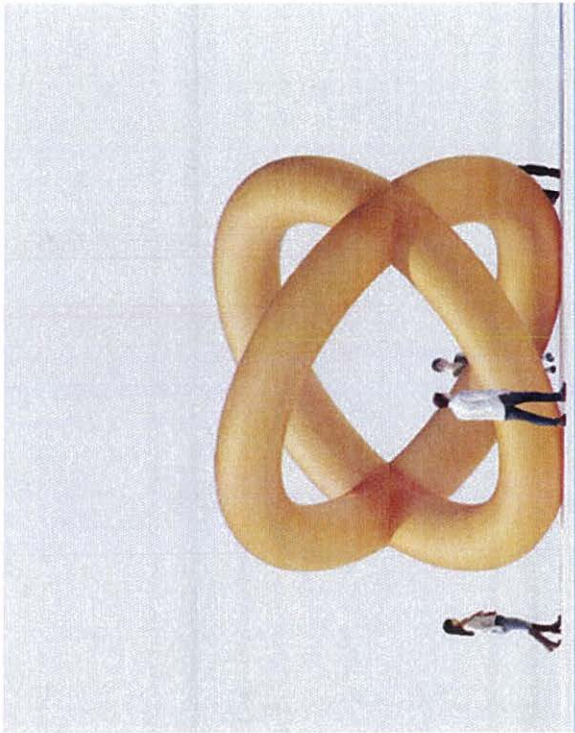
July-Sept/October: Artwork installation on display at CPL

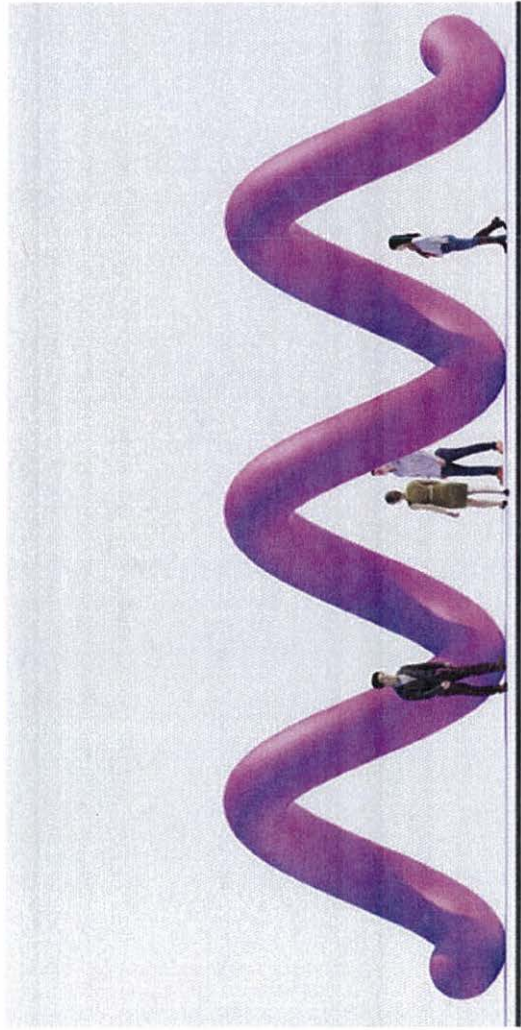
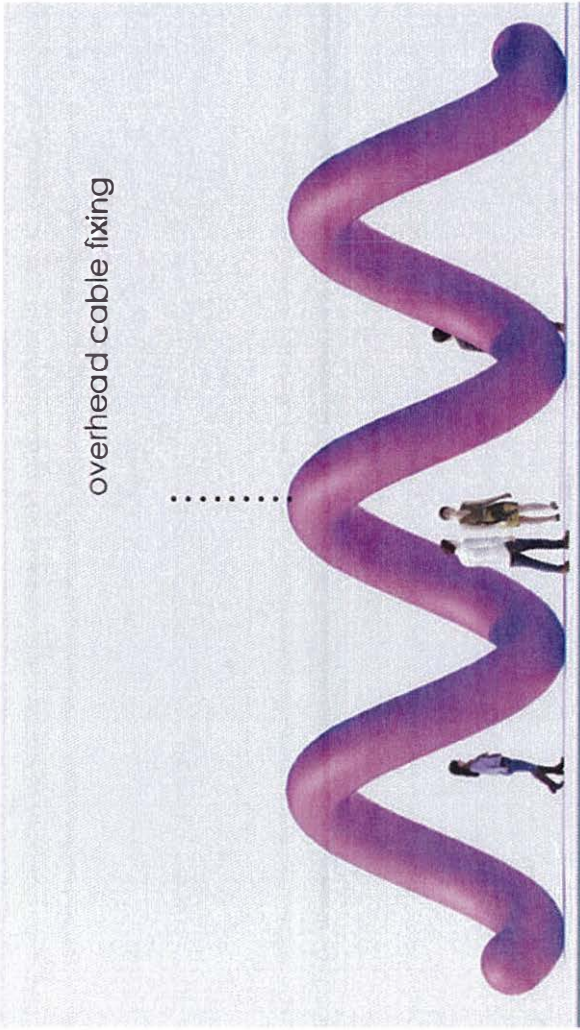
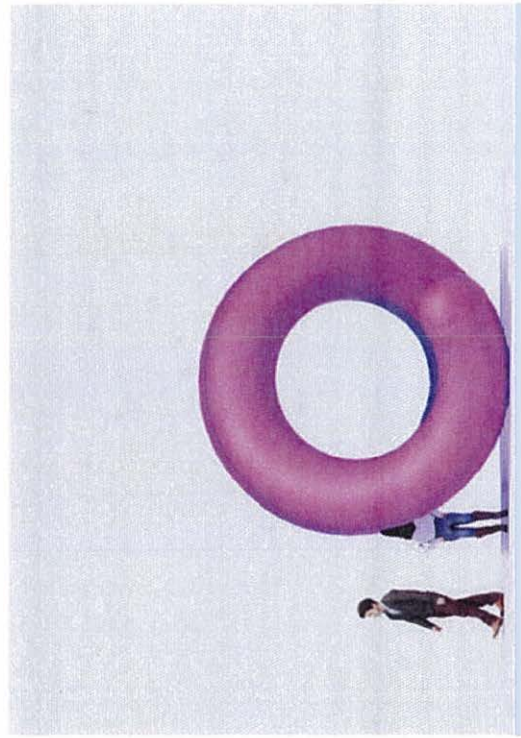
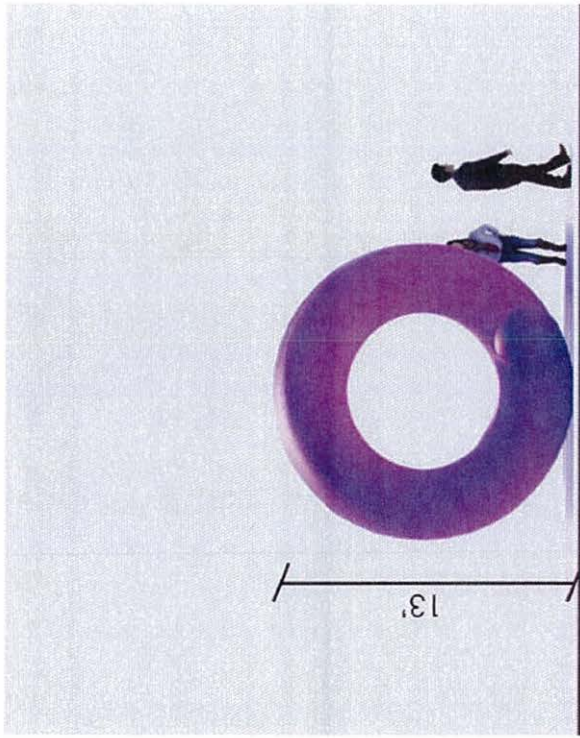


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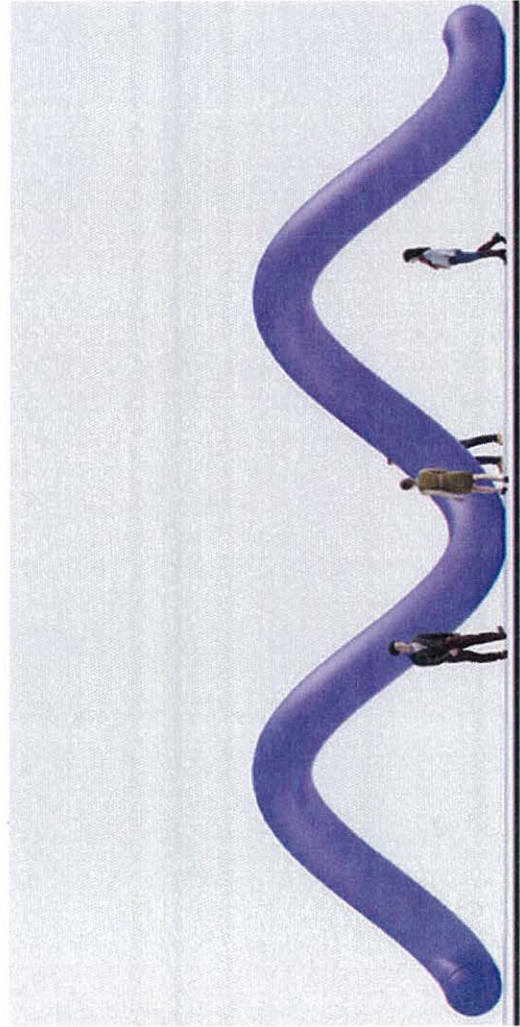
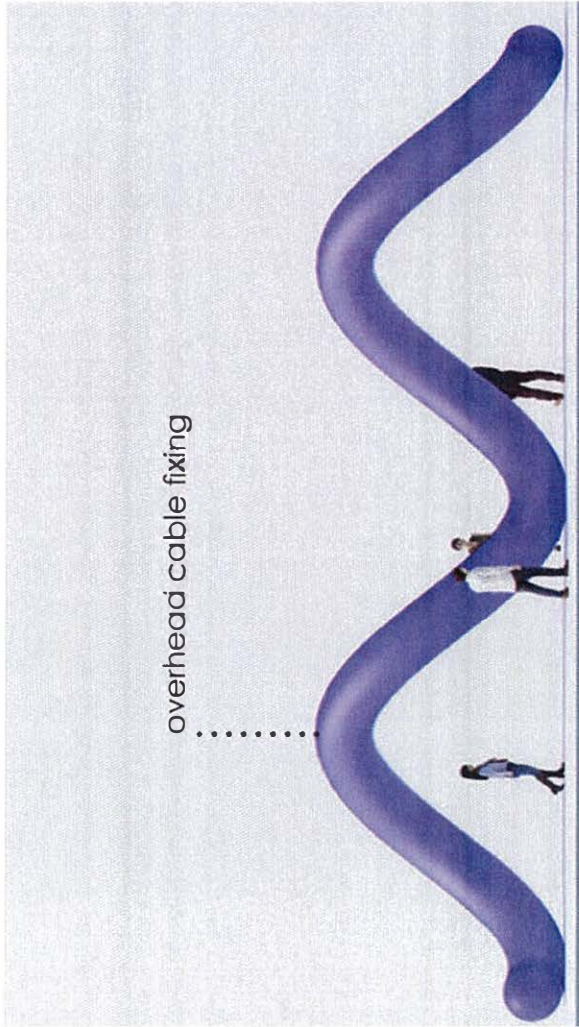
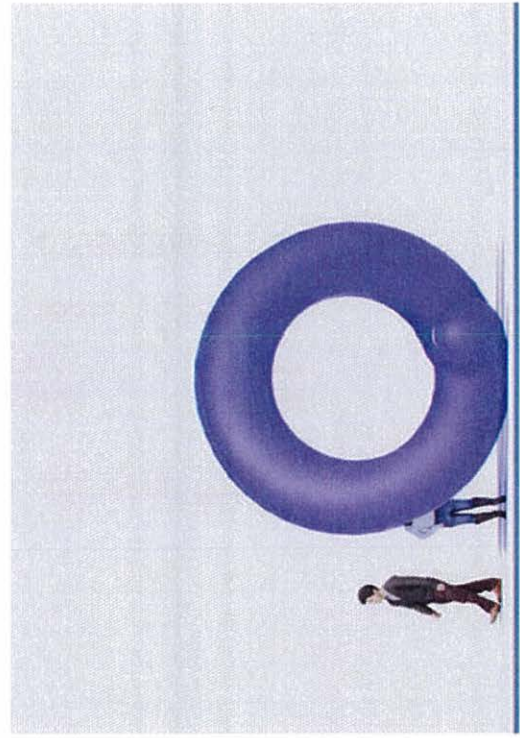
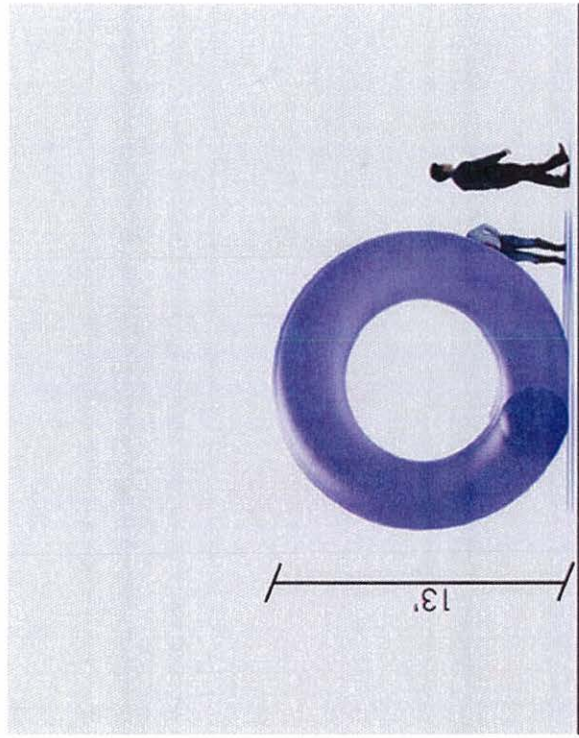




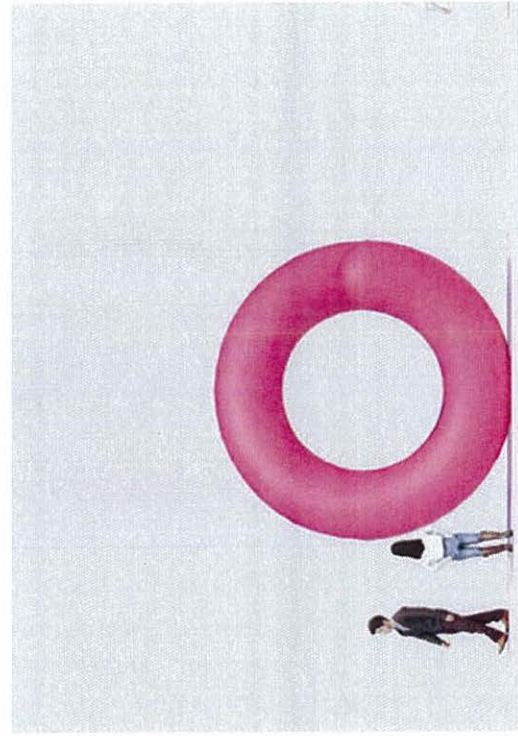
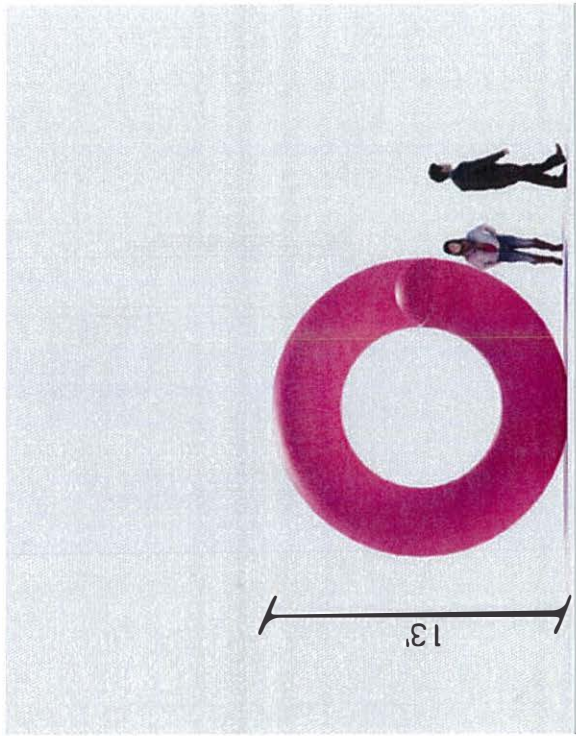


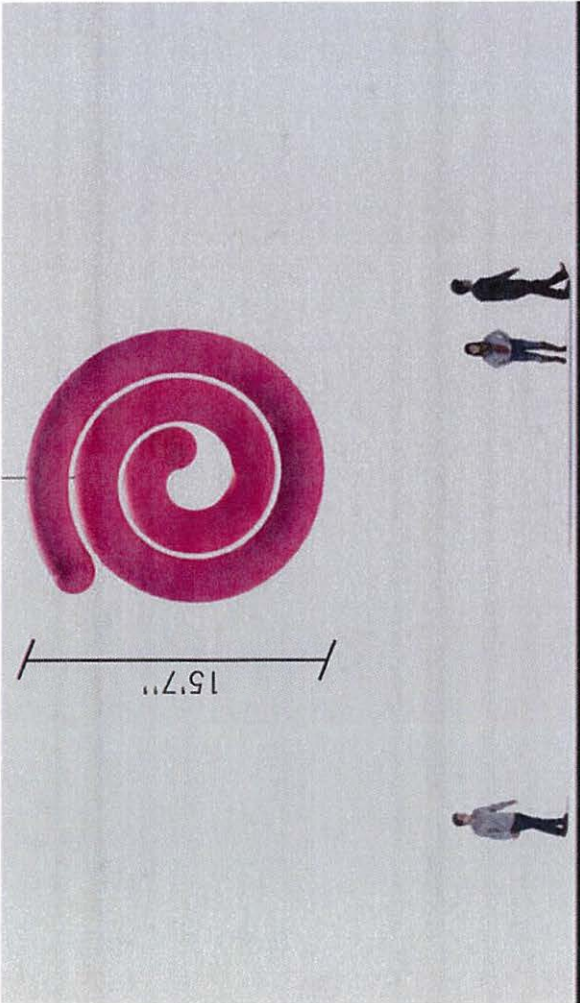
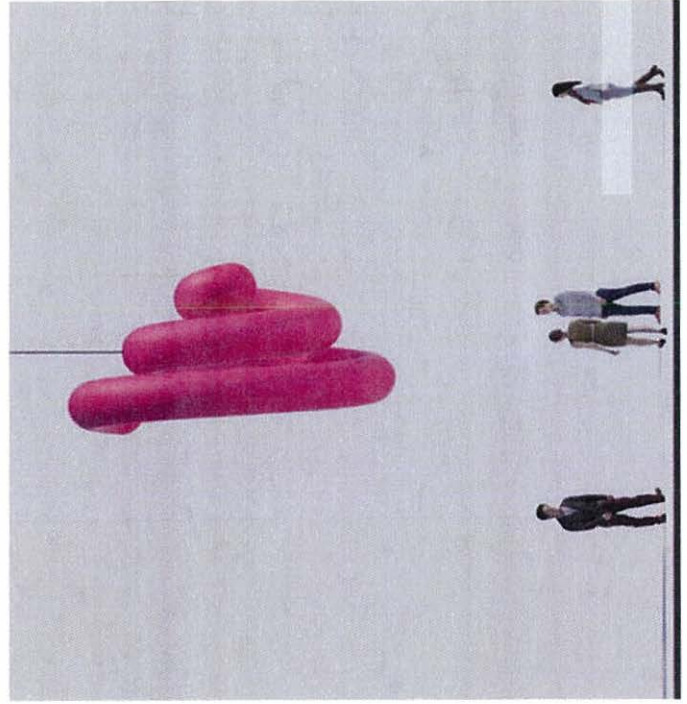
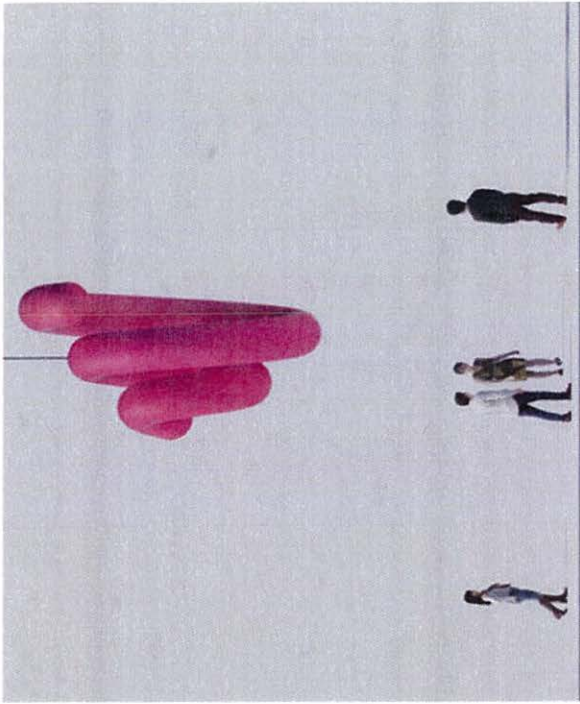


Spiral Ground: Part 2 (medium)

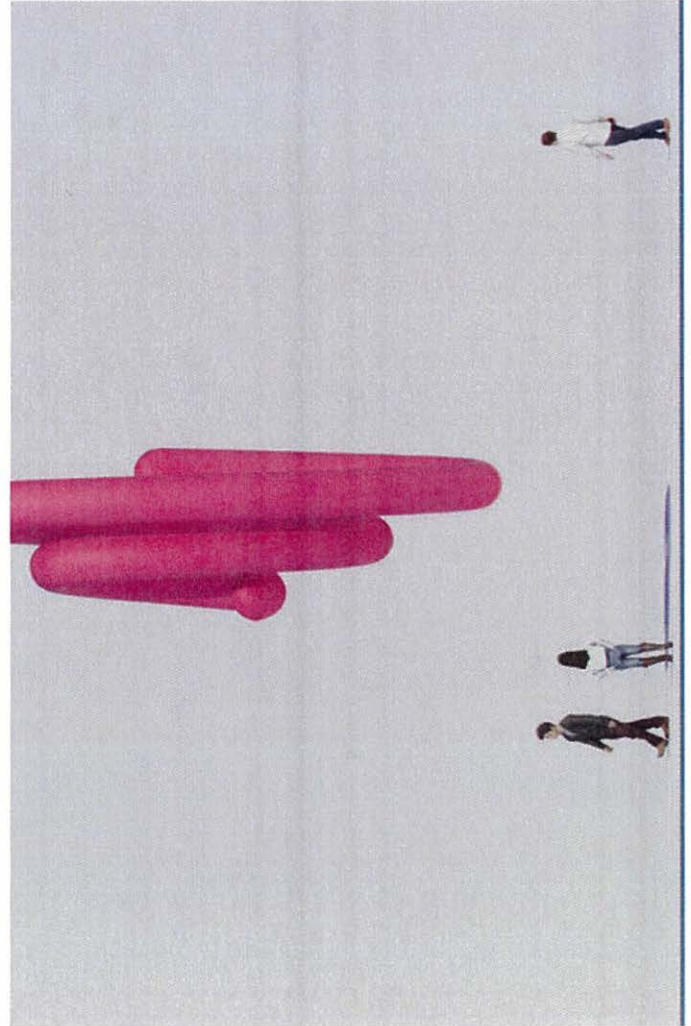
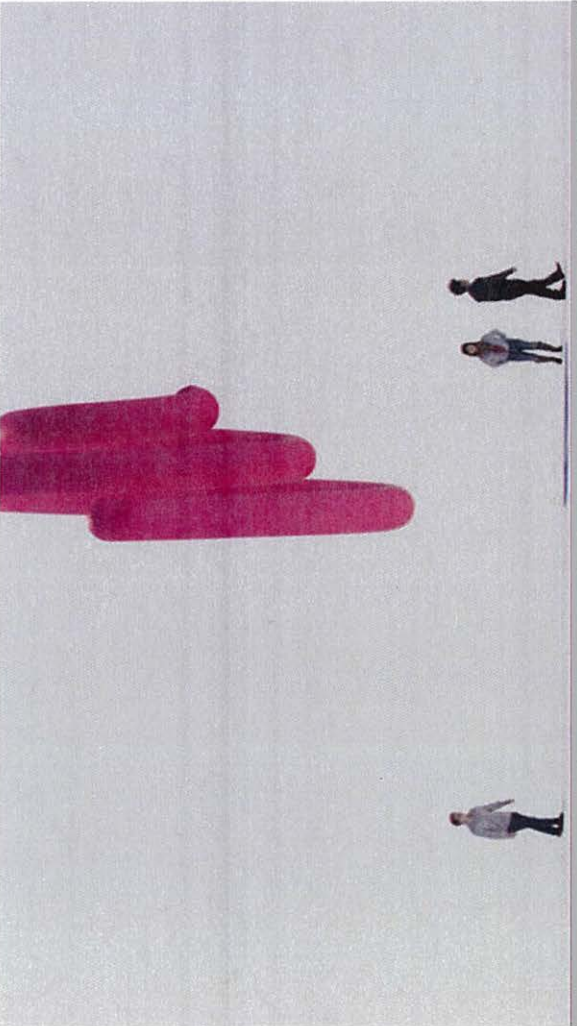
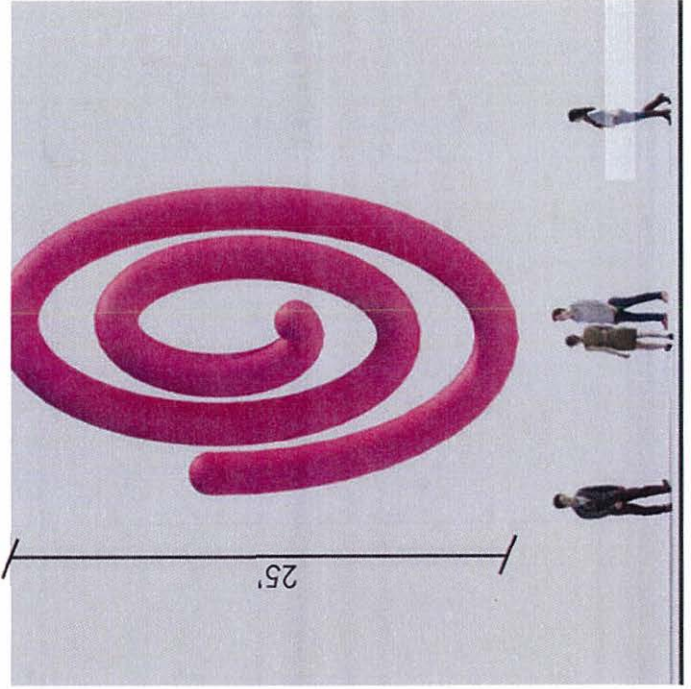
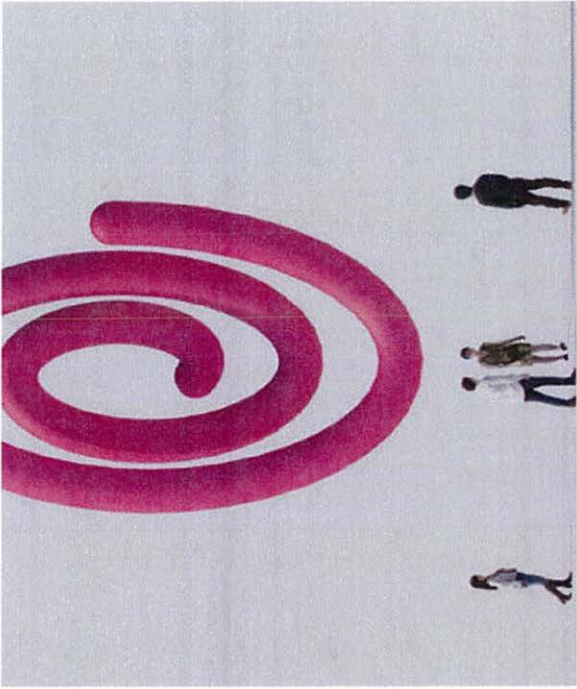


Spiral Ground: Part 2 (small)





Spiral 1: west side



Spiral 2: east side

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2019

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending February 28, 2019

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	16,441,000.00	0.00	0.00	0.00	\$ 0.00	16,441,000.00
42 Intergovernmental	3,950,374.76	262,286.00	0.00	0.00	\$ 0.00	4,212,660.76
43 Fines & Fees	47,170.40	0.00	0.00	0.00	\$ 0.00	47,170.40
44 Investment Earnings	55,376.28	77,297.27	0.00	9,860.73	\$ 0.00	142,534.28
45 Charges for Services	0.00	2,128,254.68	0.00	0.00	\$ 0.00	2,128,254.68
46 Contributions & Donations	35,150.00	301,081.00	0.00	0.00	\$ 0.00	336,231.00
48 Miscellaneous Revenue	11,752.21	0.00	0.00	0.00	\$ 18,284.61	30,036.82
Total Revenues	\$ 20,540,823.65	\$ 2,768,918.95	\$ 0.00	\$ 9,860.73	\$ 18,284.61	\$ 23,337,887.94
51 Salaries/Benefits	5,828,917.49	536,019.80	0.00	0.00	\$ 0.00	6,364,937.29
52 Supplies	94,797.01	3,645.07	0.00	406.00	\$ 0.00	98,848.08
53 Purchased/Contracted Services	2,618,394.62	924,049.62	5,972.50	2,298.00	\$ 0.00	3,550,714.74
54 Library Materials	1,652,543.11	249,402.04	0.00	8,979.30	\$ 0.00	1,910,924.45
55 Capital Outlay	327,638.22	2,978.75	1,079,779.98	0.00	\$ 0.00	1,410,396.95
57 Miscellaneous Expenses	37,719.50	3,066.86	0.00	0.00	\$ 16,449.75	57,236.11
Total Expenditures	\$ 10,560,009.95	\$ 1,719,162.14	\$ 1,085,752.48	\$ 11,683.30	\$ 16,449.75	\$ 13,393,057.62
Revenue Over/(Under) Expenditures	\$ 9,980,813.70	\$ 1,049,756.81	\$(1,085,752.48)	\$(1,822.57)	\$ 1,834.86	\$ 9,944,830.32
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	50,015.00	(50,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ 50,015.00	\$(50,015.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 10,030,828.70	\$ 999,741.81	\$(1,085,752.48)	\$(1,822.57)	\$ 1,834.86	\$ 9,944,830.32
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 32,722,206.83	\$ 20,101,942.34	\$ 4,446,327.51	\$ 4,179,134.34	\$ 13,929.96	\$ 61,463,540.98

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending February 28, 2019

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,447,383	3,950,375	18,497,008	18%	18%
General Property Tax	33,635,180	16,441,000	17,194,180	49%	49%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	180,800	47,170	133,630	26%	15%
Investment Earnings	574,090	55,376	518,714	10%	12%
Contributions	36,400	35,150	1,250	97%	100%
Miscellaneous	1,227,361	11,752	1,215,609	1%	4%
Return of Advances Out	0	125,015	(125,015)	0%	0%
Total	\$ 60,501,214	\$ 20,665,839	\$ 39,835,375	34%	32%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	39,182,278	5,860,694	33,321,583	15%	16%
Supplies	926,512	529,955	396,557	57%	36%
Purchased Services	11,742,382	7,783,766	3,958,615	66%	66%
Library Materials	11,353,033	4,373,217	6,979,815	39%	48%
Capital Outlay	1,989,586	558,591	1,430,995	28%	27%
Other	175,676	68,276	107,400	39%	46%
Subtotal	\$ 65,369,466	\$ 19,174,500	\$ 46,194,966	29%	25%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 65,369,466	\$ 19,249,500	\$ 46,119,966	29%	34%

Note (1): Certificate from Cuyahoga County Budget Commission dated February 13, 2019.

Note (2): Subtotal Original Appropriation of \$59,177,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 16% expended and 13% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2019

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	12,241,512.39	12,241,512.39	1,702,057.91	0.00	10,539,454.48
51120	Clerical Salaries	10,760,259.04	10,760,259.04	1,590,216.73	0.00	9,170,042.31
51130	Non-Clerical Salaries	1,306,477.03	1,306,477.03	171,626.46	0.00	1,134,850.57
51140	Buildings Salaries	4,354,116.00	4,365,929.94	636,041.11	0.00	3,729,888.83
51150	Other Salaries	534,924.26	534,924.26	81,484.01	0.00	453,440.25
51180	Severance Pay	0.00	109,571.68	111,189.47	0.00	(1,617.79)
51190	Non-Base Pay	475,000.00	475,000.00	125,864.74	0.00	349,135.26
51400	OPERS	4,181,573.32	4,183,227.27	602,923.19	0.00	3,580,304.08
51610	Health Insurance	4,299,714.82	4,299,714.82	674,637.92	0.00	3,625,076.90
51611	Dental Insurance	225,998.16	225,998.16	34,146.71	0.00	191,851.45
51612	Vision Insurance	17,528.88	17,528.88	2,615.07	0.00	14,913.81
51620	Life Insurance	13,644.00	13,644.00	2,223.00	0.00	11,421.00
51625	Short Term Disability Insurance	27,792.24	27,792.24	4,511.94	0.00	23,280.30
51630	Workers Compensation	155,341.02	161,792.64	5,772.70	0.00	156,019.94
51640	Unemployment Compensation	10,000.00	23,702.66	19,699.23	10,000.01	(5,996.58)
51650	Medicare - ER	399,237.08	401,255.11	59,592.92	93.01	341,569.18
51900	Other Benefits	21,251.64	33,947.51	4,314.38	21,683.80	7,949.33
	Salaries/Benefits	\$39,024,369.88	\$ 39,182,277.63	\$ 5,828,917.49	\$ 31,776.82	\$ 33,321,583.32
52110	Office Supplies	45,647.34	51,479.96	5,866.22	6,024.17	39,589.57
52120	Stationery	30,745.00	31,884.29	2,512.39	9,778.18	19,593.72
52130	Duplication Supplies	24,400.00	25,065.84	5,415.33	460.08	19,190.43
52140	Hand Tools	1,500.00	1,500.00	8.80	0.00	1,491.20
52150	Book Repair Supplies	66,000.00	66,507.30	1,318.98	10,329.84	54,858.48
52210	Janitorial Supplies	100,700.00	105,596.57	28,530.04	15,668.29	61,398.24

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2019

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	42,000.00	47,097.25	3,354.74	33,136.58	10,605.93
52230	Maintenance Supplies	293,500.00	347,353.24	36,899.86	280,609.64	29,843.74
52240	Uniforms	7,000.00	8,164.14	0.00	2,063.74	6,100.40
52300	Motor Vehicle Supplies	58,000.00	63,980.98	3,066.98	56,477.78	4,436.22
52900	Other Supplies	169,974.66	177,882.50	7,823.67	20,609.81	149,449.02
	Supplies	\$839,467.00	\$ 926,512.07	\$ 94,797.01	\$ 435,158.11	\$ 396,556.95
53100	Travel/Meetings	100,000.00	117,023.72	16,191.31	22,893.00	77,939.41
53210	Telecommunications	272,836.00	297,253.07	40,564.80	228,297.42	28,390.85
53230	Postage/Freight	78,600.00	92,875.36	7,640.64	76,547.91	8,686.81
53240	PR/Other Communications	273,000.00	316,832.82	25,478.89	30,972.93	260,381.00
53310	Building Repairs	132,028.00	142,248.25	9,057.64	59,992.91	73,197.70
53320	Machine Repairs	21,000.00	26,433.62	2,874.03	5,752.91	17,806.68
53340	Building Maintenance	502,000.00	634,870.53	126,416.09	84,219.94	424,234.50
53350	Machine Maintenance	176,961.70	277,061.84	44,487.87	112,342.77	120,231.20
53360	Computer Maintenance	336,694.90	347,344.94	113,422.44	14,919.70	219,002.80
53370	Motor Vehicle Repairs/Maint	27,000.00	31,938.23	3,426.51	20,561.62	7,950.10
53380	Contract Security	680,000.00	729,958.82	153,987.79	575,911.03	60.00
53390	Landscaping	10,000.00	10,450.00	2,880.00	450.00	7,120.00
53400	Insurance	421,856.00	421,856.00	346.00	0.00	421,510.00
53510	Rent/Leases	154,127.49	158,484.08	19,978.74	136,135.80	2,369.54
53520	Equipment Rental	279,346.12	114,563.14	2,322.69	16,081.89	96,158.56
53610	Electricity	1,914,664.00	1,960,138.93	219,024.04	1,695,058.16	46,056.73
53620	Gas	135,594.00	158,258.49	38,754.87	117,588.37	1,915.25
53630	Chilled Water	795,776.00	904,311.44	31,843.57	824,345.01	48,122.86

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2019

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	125,273.00	143,841.94	16,460.47	111,780.97	15,600.50
53710	Professional Services	1,125,605.00	2,139,324.61	230,667.50	797,683.39	1,110,973.72
53720	Auditors Fees	695,000.00	750,353.50	0.00	55,353.50	695,000.00
53730	Bank Service Charges	11,000.00	11,000.00	1,646.37	0.00	9,353.63
53800	Library Material Control	266,500.00	436,497.64	0.00	169,997.64	266,500.00
53900	Other Purchased Services	1,519,212.61	1,519,460.61	1,510,922.36	8,485.00	53.25
	Purchased/Contracted Services	\$10,054,074.82	\$ 11,742,381.58	\$ 2,618,394.62	\$ 5,165,371.87	\$ 3,958,615.09
54110	Books	2,085,000.00	2,584,991.42	184,810.59	579,135.79	1,821,045.04
54120	Continuations	291,000.00	500,755.10	75,073.45	184,656.36	241,025.29
54210	Periodicals	790,000.00	1,687,565.69	604,754.91	256,046.72	826,764.06
54220	Microforms	30,600.00	70,779.00	18,216.61	21,729.00	30,833.39
54310	Video Media	1,615,000.00	2,059,573.40	273,860.18	378,884.06	1,406,829.16
54320	Audio Media - Spoken	90,150.00	122,201.45	21,358.00	20,029.59	80,813.86
54325	Audio Media - Music	172,650.00	269,123.15	25,108.55	88,264.25	155,750.35
54350	Computer Media	0.00	729.88	436.93	258.45	34.50
54500	Database Services	570,000.00	1,251,620.47	268,742.70	393,749.21	589,128.56
54530	eMedia	1,622,600.00	2,432,234.39	148,273.24	726,466.72	1,557,494.43
54600	Interlibrary Loan	3,000.00	4,135.00	0.00	4,135.00	0.00
54710	Bookbinding	20,000.00	46,455.69	884.25	25,571.44	20,000.00
54720	Preservation Services	20,000.00	53,993.71	11,806.50	22,187.21	20,000.00
54730	Preservation Boxing	5,000.00	14,339.60	3,172.90	6,166.70	5,000.00
54790	Preservation Reformatting	25,000.00	50,515.20	12,627.60	13,393.80	24,493.80
54905	Other LM-Hotspots	200,000.00	200,000.00	0.00	0.00	200,000.00
54910	Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2019

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials		\$7,540,000.00	\$ 11,353,032.85	\$ 1,652,543.11	\$ 2,720,674.30	\$ 6,979,815.44
55300	Construction/Improvements	0.00	26,144.12	0.00	26,144.12	0.00
55510	Furniture	219,787.80	262,841.62	40,710.28	6,437.52	215,693.82
55520	Equipment	358,256.77	428,717.78	48,963.03	44,185.06	335,569.69
55530	Computer Hardware	585,825.52	821,209.13	237,576.91	39,522.66	544,109.56
55540	Software	106,400.00	136,699.25	388.00	40,689.14	95,622.11
55700	Motor Vehicles	240,000.00	313,974.00	0.00	73,974.00	240,000.00
Capital Outlay		\$1,510,270.09	\$ 1,989,585.90	\$ 327,638.22	\$ 230,952.50	\$ 1,430,995.18
57100	Memberships	87,767.38	87,807.38	34,781.08	15,006.30	38,020.00
57200	Taxes	15,000.00	15,487.89	1,872.70	12,538.10	1,077.09
57500	Refunds/Reimbursements	71,232.62	72,381.12	1,065.72	3,012.29	68,303.11
Miscellaneous Expenses		\$174,000.00	\$ 175,676.39	\$ 37,719.50	\$ 30,556.69	\$ 107,400.20
59810	Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
Advances		\$0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	\$(75,000.00)
Transfers		\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL		\$59,142,181.79	\$ 65,369,466.42	\$ 10,635,009.95	\$ 8,614,490.29	\$ 46,119,966.18

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2019

		<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101	General Fund	22,691,431.19	20,665,838.65	10,635,009.95	8,614,490.29	24,107,769.60
	Total General Fund	\$ 22,691,431.19	\$ 20,665,838.65	\$ 10,635,009.95	\$ 8,614,490.29	\$ 24,107,769.60
201	Anderson	346,454.39	13.09	0.00	0.00	346,467.48
202	Endowment for the Blind	2,653,421.78	(4,530.42)	0.00	0.00	2,648,891.36
203	Founders	7,113,384.74	143,560.83	73,899.05	786,206.91	6,396,839.61
204	Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205	Kraley	206,681.24	504.31	0.00	132.97	207,052.58
206	Library	177,000.37	(101.40)	0.00	4,275.00	172,623.97
207	Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208	Wickwire	1,629,879.06	3,419.24	0.00	1,923.31	1,631,374.99
209	Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210	Young	5,007,491.72	(10,797.61)	0.00	0.00	4,996,694.11
225	Friends	4,490.87	0.00	0.00	100.00	4,390.87
226	Judd	63,460.85	0.00	20,248.02	43,268.24	(55.41)
228	Lockwood Thompson Memorial	158,275.27	0.00	27,400.03	126,395.95	4,479.29
229	Ohio Center for the Book	64.50	0.00	0.00	0.00	64.50
230	Schweinfurth	84,166.12	72,576.00	8,280.00	9,234.00	139,228.12
231	CLEVNET	926,146.62	2,128,254.68	1,297,446.94	842,592.23	914,362.13
251	OLBPD-Library for the Blind	52,461.90	251,366.00	209,026.87	27,257.61	67,543.42
254	MyCom	33,938.93	85,920.00	75,015.00	0.00	44,843.93
256	Learning Centers	49,264.60	25,000.00	0.00	22,730.25	51,534.35
257	Tech Centers	170,000.00	0.00	50,000.00	0.00	120,000.00
258	Early Literacy	94,400.93	150,000.00	82,861.23	0.00	161,539.70
	Total Special Revenue Funds	\$ 19,102,200.53	\$ 2,843,918.95	\$ 1,844,177.14	\$ 1,864,116.47	\$ 18,237,825.87

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2019

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	5,532,079.99	0.00	1,085,752.48	2,258,332.03	2,187,995.48
Total Capital Project Funds	\$ 5,532,079.99	\$ 0.00	\$ 1,085,752.48	\$ 2,258,332.03	\$ 2,187,995.48
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	898.00	9,464.48	161,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	900.00	300.00	323,732.09
506 McDonald	228,826.19	69.11	0.00	5,538.55	223,356.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	0.00	11,157.00	171,241.27
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	8,979.30	8,189.49	2,504,394.30
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
Total Permanent Funds	\$ 4,180,956.91	\$ 9,860.73	\$ 11,683.30	\$ 34,649.52	\$ 4,144,484.82
901 Unclaimed Funds	5,400.04	12.99	0.00	0.00	5,413.03
905 CLEVNET Fines & Fees	6,695.06	18,271.62	16,449.75	0.00	8,516.93
Others	\$ 12,095.10	\$ 18,284.61	\$ 16,449.75	\$ 0.00	\$ 13,929.96
Total All Funds	\$ 51,518,763.72	\$ 23,537,902.94	\$ 13,593,072.62	\$ 12,771,588.31	\$ 48,692,005.73

**Cleveland Public Library
Depository Balance Detail
For the Period Ending February 28, 2019**

Balance of All Funds	<u>\$ 61,463,540.98</u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	326,752.31
KeyBank - FSAAccount	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u>\$ 334,155.02</u>
PNC - Money Market	10,168.47
U.S. Bank - Investments	33,896,877.52
U.S. Bank - Inv - Money Market	65,805.20
STAR Ohio Investment	8,005,049.50
STAR Plus Program	0.00
Investments	<u>\$ 41,977,900.69</u>
PNC- Endowment Account	19,151,485.27
Endowment Account	<u>\$ 19,151,485.27</u>
Cash in Banks and On Hand	<u>\$ 61,463,540.98</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – February 2019

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, and commercial paper as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period February 1, 2019 through February 28, 2019.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/19 - 02/28/19	28	Various	STAR Ohio	Various	5,259.58	Investment Pool
02/01/19 - 02/28/19	28	Various	STAR Plus	Various	0.00	Bank Deposit Program
02/01/19 - 02/28/19	28	Various	U.S. Bank	Various	444.06	Sweep Money Market
02/01/19 - 02/28/19	28	Various	PNC	Various	9.35	Money Market
08/23/18 - 02/23/19	185	100,000	Federal Home Loan Mortgage Corp.	1.400%	700.00	Federal Agency
08/12/18 - 02/12/19	185	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	5,625.00	Federal Agency
08/23/18 - 02/23/19	185	1,000,000	Federal Farm Credit Bank	1.990%	9,950.00	Federal Agency
08/28/18 - 02/28/19	185	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
12/30/18 - 02/05/19	38	400,000	Federal National Mortgage Assn.	1.500%	3,875.33	Federal Agency
Earned Interest February 2019					\$ 30,863.32	
Earned Interest Year To Date					\$ 55,376.28	

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 21, 2019

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2019

In accordance with Board Policy adopted by resolution on November 29, 1972,
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	James Benson	400.00
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Maria Estrella	1,210.52
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Erica Marks	1,381.58
Cuyahoga Community College Northeast Ohio Conflict Resolution Youth Symposium Cleveland, Ohio	2/1/2019	Shayna Muckerheide	16.74
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California	4/8/2019 - 4/12/2019	Jill Pappenhagen	420.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	John Pas	350.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	Hilary Prisbylla	450.00
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	John Skrtic	1,525.05
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Jeremiah Swetel	1,642.66
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Felton Thomas	1,093.35
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	Megan Trifiletti	350.00
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Tena Wilson	1,495.97

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Cleveland Public Library Symposium: Challenging the Traditional Library Service Model Cleveland, Ohio	12/5/18	Tena Wilson	245.36
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Tena Wilson	718.22
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Robin Wood	1,732.89
TOTAL			\$13,032.34

SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$11,482.34	\$16,191.31
CLEVNET	1,550.00	\$1,550.00
TOTAL	\$13,032.34	\$17,741.31

CLEVELAND PUBLIC LIBRARY

Board Meeting
March 21, 2019

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending February 28, 2019

			Safe, Warm and Dry Construction Initiative Budget	\$5,000,000.00
			Encumbered	Expended
URS Corporation - Asbestos Survey and Testing			\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services			31,579.05	418,350.95
Regency Construction Services, Inc. - Construction Manager at Risk			592,033.63	3,680,610.15
Direct Expenditures paid from Contingency Fund			-	51,278.50
			\$ 623,612.68	\$ 4,183,967.81
Available Budget from Owner's Contingency and Permit Fund				\$192,419.51

			Owner's Contingency and Permit Fund	\$381,871.15
Direct Expenditures				
Date	Vendor	PO	Description	Encumbered Expended
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ - \$ 3,280.00
			Permits for Glenville, Harvard	
1/22/2018	City of Cleveland	180314	Lee, Lorain and Rockport	- 19,256.25
			Permits for Collinwood, Fulton,	
7/15/2018	City of Cleveland	181262	and Langston Hughes	- 18,752.25
			Upgrade/Replace existing	
			indoor wall mount fixtures for	
			Addison Branch that should	
			have been part of Safe, Warm	
10/22/2018	Grainger	181752	and Dry project	- 9,990.00
				\$ - \$ 51,278.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: **\$ 4,425,831.31**

Change Orders	Description	Amount
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee doors/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14 PCO #22	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
03/28/18 rec'd 5/14 PCO #23	Added check valves at Lorain	755.48
03/28/18 rec'd 5/14 PCO #24	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
03/28/18 rec'd 5/14 PCO #3	Lorain concrete repairs at exterior storage closet door	3,415.28
02/21/18 rec'd 5/18 Amendment No 2	Credit for signage manufacturer	(858.50)
05/23/18-PCO #33 PCO #38	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
05/23/18 PCO #39	Steel costs for infilling the unforeseen restroom hole	7,184.13
05/30/18 PCO #40	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
05/30/18 PCO #42	Jefferson unit heater demo to accommodate updated restroom layout	680.74
05/30/18 PCO #43	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
06/06/18 PCO #44	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPL	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3' east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window from the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehangng the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom an Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	Cleaning quote for Carnegie west requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80.	526.21
PCO #65 08/28/18	Credit for door 17CW at Carnegie west per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discover y, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #100		
10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101		
10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102		
10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103		
10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104		
10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105		
10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106		
11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107		
11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109		
11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110		
11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112		
11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108		
11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111		
11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113		
11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114		
11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115		
11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116		
11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117		
11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118		
11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120		
11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122		
11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97		
11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28
PCO #119		
11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123		
11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124		
11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
Total Change Orders to date \$		(153,187.53)
Updated Guaranteed Maximum Price (GMP):		\$ 4,272,643.78

CLEVELAND PUBLIC LIBRARY

Board Meeting
March 21, 2019

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending February 28, 2019

				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/19/2018	BIBLIOTHECA, LLC	182004	Change to selfCheck 500	-	-	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
				\$ -	\$ 57,188.87	\$ 106,927.28
				Owner's Contingency and Permit Fund Available Balance		\$90,973.96

			South Branch Renovation Project Budget \$		4,500,000.00
			Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services			\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk			854,437.98	3,057,489.93	
Furniture, Fixtures, Equipment and Technology			11,291.20	104,608.06	
Direct Expenditures paid from Contingency Fund			-	57,188.87	
			\$ 872,239.18	\$ 3,536,786.86	
			Available Budget as of 02/28/2019 \$		90,973.96

Change Order Details**Change Order # 001**

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

CLEVELAND PUBLIC LIBRARY**Board Meeting**

March 21, 2019

Lakeshore Facility Roof Replacement Project

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

For the Period Ending February 28, 2019

				Owner's Contingency and Permit Fund		\$64,550.00
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
				Owner's Contingency and Permit Fund Available Balance		\$54,398.70

				South Branch Renovation Project Budget		\$ 1,000,000.00
				<u>Encumbered</u>	<u>Expended</u>	
Construction Resources, Inc. - Prepare Specifications/Construction						
Administration				\$ 6,050.00	\$ 43,850.00	
Warren Roofing & Insulating Co. - Contractor				102,015.00	541,485.00	
Direct Expenditures paid from Contingency Fund				-	10,151.30	
				\$ 108,065.00	\$ 595,486.30	
Available Budget as of 02/28/2019						\$ 296,448.70

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
2/01/2019 TO 2/28/2019

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
OTHER TERMINATIONS			
FAYLO, DIANA L	Walz	PAGE	02/13/2019
FOX, CANDACE E	Mount Pleasant	CHILDRENS LIBRARIAN	02/27/2019
RAY, ERIC C	Custodial A	CUSTODIAN II (DAYS/BRANCHES)	02/05/2019

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 2/01/2019 TO 2/28/2019**

EMPLOYEE:	BRADEN-DORSEY, GIOVONNI	CURRENT GRADE:	F	HIRE DATE:	2/17/2019
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1		
LOCATION:	FLEET	SALARY:	35,337.38	HOURLY RATE:	24.27
EMPLOYEE:	RUFFING, MICHAEL J	CURRENT GRADE:	K	HIRE DATE:	2/17/2019
JOB TITLE:	PROJECT MANAGER	CURRENT STEP:	11		
LOCATION:	MAIN OFFICE	SALARY:	45,663.28	HOURLY RATE:	51.66
EMPLOYEE:	SCHOOP, ELI	CURRENT GRADE:	F	HIRE DATE:	2/03/2019
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1		
LOCATION:	HARVARD LEE	SALARY:	35,337.38	HOURLY RATE:	24.27

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 02/01/2019 TO 02/28/2019**

EMPLOYEE: PALMA, LINDSAY Z **CURRENT GRADE:** B **EFFECTIVE DATE**
JOB TITLE: BRANCH CLERK **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	27,986.92	37,475.88	TRANSFER

EMPLOYEE: RIVERA, JOANNA **CURRENT GRADE:** H **EFFECTIVE DATE**
JOB TITLE: CHILDRENS LIBRARIAN **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	49,220.08	57,148.78	PROMOTION

EMPLOYEE: ROTH, PETER J **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	35337.38	36751.00	MLIS STEP PER UNION CONTRACT
Annual Pay	35337.38	36751.00	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT G

Human Resources Committee Report

Meeting Date:

Report Period: February 2019

**Report on Paid Sick Time Used by the Month
Hours Used Per Each Two Pay Periods**

MONTH	2018 SICK LEAVE HOURS USED	2019 SICK LEAVE HOURS USED	2019 TOTAL HOURS
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66		
April	3899.74		
May	3768.36		
June	5135.95*		
July	3360.54		
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
FEBRUARY 1, 2019 - FEBRUARY 28, 2019
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT H

Human Resources Committee Report

March 1, 2019

Totals	Male						Female						
Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	86	26	14	2			26	14	3				1
Professionals	71	16	1		1		31	12	6	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	26	7	12	2			1	4					
Para-Professionals	137	31	28	3	1		38	26	7	3			
Administrative Support	225	27	50	3	2		40	89	11	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	44	8	29	1			1	4	1				
Grand Total	621	134	139	13	4	0	140	151	29	9	0	1	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of February 2019

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	55	13	68
Standard	236	138	374
Cobra		2	2
Total MMO			452
Dental Insurance	292	183	475
Vision Employee			264
Vision Children			40
Vision Spouse			50
Vision Family			76
Total Vision			430
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2018**

**CIRCULATION
ACTIVITY**

	2018	2017	Change	%Change
Main Library	1,475,972	1,280,659	195,313	15.3%
Branches	2,643,543	2,593,390	50,153	1.9%
Mobile Units	40,117	35,408	4,709	13.3%
Library for the Blind	490,553	520,354	-29,801	-5.7%
OLBPD BARD	151,127	142,398	8,729	6.1%
eMedia	486,938	404,302	82,636	20.4%
TOTAL CIRCULATION	5,288,250	4,976,511	311,739	6.3%

**REFERENCE
TRANSACTIONS**

	2018	2017	Change	%Change
Main Library	204,773	255,267	-50,494	-19.8%
Branches & Mobile Unit	708,760	673,400	35,360	5.3%
Library for the Blind	29,027	25,369	3,658	14.4%
TOTAL QUESTIONS	942,560	954,036	-11,476	-1.2%

**COMPUTER
SESSIONS**

	2018	2017	Change	%Change
Main Library	95,047	115,619	-20,572	-17.8%
Branches	693,628	816,752	-123,124	-15.1%
TOTAL USAGE	788,675	932,371	-143,696	-15.4%

Sessions less than 5 minutes excluded; also excludes computers not connected to reservation software such as early literacy work stations.

WALK-IN COUNT

	2018	2017	Change	%Change
Main Library	401,805	444,807	-43,002	-9.7%
Branches	1,909,956	2,223,600	-313,644	-14.1%
TOTAL VISITS	2,311,761	2,668,407	-356,646	-13.4%

REPORT J

**CLEVELAND PUBLIC LIBRARY
CIRCULATION ANALYSIS FOR 2018**

AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	322,943	1,274,878	1,597,821	39.6%
Books	904,661	663,420	1,568,081	38.8%
eMedia			486,938	12.1%
Sound Recordings	96,733	190,574	287,307	7.1%
Magazines	39,055	56,608	95,663	2.4%
Other	389	2,480	2,869	0.1%
TOTAL	1,363,781	2,187,960	4,038,679	

INTERLIBRARY LOAN	2018	2017	Change	% Change
CLEVNET	723,900	732,127	-8,227	-1.1%
Other Libraries	5,245	5,474	-229	-4.2%
TOTAL	729,145	737,601	-8,456	-1.1%

CHANGES IN PERMANENT COLLECTION	2018	2017	Change	% Change
New Titles Added	49,500	53,343	-3,843	-7.2%
Total Items Added	228,317	252,986	-24,669	-9.8%
Total Items Withdrawn	344,187	382,674	-38,487	-10.1%

LIBRARY CARDS ISSUED 20,718

LIBRARY FOR THE BLIND
New Users 1,643

REGISTERED BORROWERS

Adult	237,034
Juvenile	66,674
TOTAL	303,708

**CLEVELAND PUBLIC LIBRARY
ATTENDANCE AT MAIN LIBRARY FOR 2018**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE			DAYS OPEN		DAILY AVG	
			2018	2017	Gain/Loss	2018	2017	2018	2017
January	11,883	16,809	28,692	33,454	-4,762	25.0	24.0	1,148	1,394
February	12,313	17,286	29,599	33,383	-3,784	23.0	23.0	1,287	1,451
March	16,081	19,541	35,622	36,466	-844	27.0	27.0	1,319	1,351
April	17,519	14,962	32,481	37,426	-4,945	25.0	25.0	1,299	1,497
May	15,750	18,658	34,408	42,645	-8,237	26.0	26.0	1,323	1,640
June	15,551	19,364	34,915	38,279	-3,364	26.0	26.0	1,343	1,472
July	20,432	15,888	36,320	38,476	-2,156	25.0	25.0	1,453	1,539
August	17,613	21,405	39,018	41,734	-2,716	27.0	25.0	1,445	1,669
September	16,350	18,922	35,272	39,608	-4,336	24.0	25.0	1,470	1,584
October	14,832	21,513	36,345	35,890	455	26.0	25.0	1,398	1,436
November	11,980	20,103	32,083	37,378	-5,295	24.0	24.0	1,337	1,557
December	10,810	16,240	27,050	30,068	-3,018	24.0	25.0	1,127	1,203
TOTAL	181,114	220,691	401,805	444,807	-43,002	302.0	300.0	1,330	1,483

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FOR 2018**

BRANCH	2018	2017	Change	% Change
Addison*	29,962	60,211	-30,249	-50.2%
Brooklyn	38,517	43,043	-4,526	-10.5%
Carnegie West*	80,252	107,785	-27,533	-25.5%
Collinwood*	44,626	66,780	-22,154	-33.2%
East 131st	84,987	86,016	-1,029	-1.2%
Eastman	108,204	118,387	-10,183	-8.6%
Fleet	97,854	105,435	-7,581	-7.2%
Fulton*	64,340	85,714	-21,374	-24.9%
Garden Valley	49,763	43,661	6,102	14.0%
Glenville*	43,979	59,998	-16,019	-26.7%
Harvard-Lee*	57,902	92,044	-34,142	-37.1%
Hough	79,501	85,117	-5,616	-6.6%
Jefferson*	36,830	58,264	-21,434	-36.8%
Langston Hughes*	67,000	82,558	-15,558	-18.8%
Lorain*	52,621	77,254	-24,633	-31.9%
Martin Luther King, Jr.	56,519	72,756	-16,237	-22.3%
Memorial-Nottingham	64,092	64,871	-779	-1.2%
Mt. Pleasant	40,883	48,421	-7,538	-15.6%
Rice	110,788	127,143	-16,355	-12.9%
Rockport	88,030	96,452	-8,422	-8.7%
South*‡	56,800	66,931	-10,131	-15.1%
South Brooklyn	131,207	120,438	10,769	8.9%
Sterling	88,992	102,649	-13,657	-13.3%
Union	67,113	63,664	3,449	5.4%
Walz	84,709	96,409	-11,700	-12.1%
West Park	92,789	86,837	5,952	6.9%
Woodland	91,696	104,762	-13,066	-12.5%
BRANCH TOTAL	1,909,956	2,223,600	-313,644	-14.1%

*Closures due to Branch Revitalization Project and South Branch Renovation Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood 9/21-12/28; South 11/20-11/30.

‡People counter equipment not reinstalled post-construction when renovated building reopened 12/1.

**CLEVELAND PUBLIC LIBRARY
BRANCH CIRCULATION TRANSACTIONS FOR 2018**

BRANCH	2018	2017	Change	% Change
Addison*	80,363	86,379	-6,016	-7.0%
Brooklyn	60,174	52,776	7,398	14.0%
Carnegie West*	117,148	137,434	-20,286	-14.8%
Collinwood*	66,383	62,900	3,483	5.5%
East 131st	52,780	45,036	7,744	17.2%
Eastman	193,619	180,473	13,146	7.3%
Fleet	127,396	115,355	12,041	10.4%
Fulton*	91,708	124,556	-32,848	-26.4%
Garden Valley	39,134	37,459	1,675	4.5%
Glenville*	62,387	62,464	-77	-0.1%
Harvard-Lee*	70,733	89,276	-18,543	-20.8%
Hough	67,609	51,490	16,119	31.3%
Jefferson*	55,265	74,916	-19,651	-26.2%
Langston Hughes*	81,218	73,011	8,207	11.2%
Lorain*	65,378	81,754	-16,376	-20.0%
Martin Luther King, Jr.	66,113	63,865	2,248	3.5%
Memorial-Nottingham	142,480	127,723	14,757	11.6%
Mt. Pleasant	48,109	39,059	9,050	23.2%
Rice	123,286	109,544	13,742	12.5%
Rockport	198,044	180,751	17,293	9.6%
South*	95,162	85,866	9,296	10.8%
South Brooklyn	183,583	178,078	5,505	3.1%
Sterling	57,254	49,849	7,405	14.9%
Union	53,702	47,723	5,979	12.5%
Walz	148,164	149,395	-1,231	-0.8%
West Park	208,714	200,895	7,819	3.9%
Woodland	87,637	85,363	2,274	2.7%
BRANCH TOTAL	2,643,543	2,593,390	50,153	1.9%

*Closures due to Branch Revitalization Project and South Branch Renovation Project: Glenville 2/5-4/16/18; Lorain 2/5-4/14/18; Harvard Lee 4/15-6/14/18; Jefferson 4/18-8/6/18; Addison 6/14-9/24/18; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood 9/21-12/28; South 11/20-11/30.

**CLEVELAND PUBLIC LIBRARY
BRANCH COLLECTION COUNT**

BRANCH	2018	2017	Change	% Change
Addison	16,847	17,838	-991	-5.6%
Brooklyn	20,421	20,245	176	0.9%
Carnegie West	25,233	25,641	-408	-1.6%
Collinwood	17,822	20,517	-2,695	-13.1%
East 131st	14,113	15,573	-1,460	-9.4%
Eastman	37,754	40,408	-2,654	-6.6%
Fleet	19,373	18,795	578	3.1%
Fulton	27,419	32,252	-4,833	-15.0%
Garden Valley	12,294	13,441	-1,147	-8.5%
Glenville	16,903	16,957	-54	-0.3%
Harvard-Lee	17,973	20,457	-2,484	-12.1%
Hough	15,349	15,818	-469	-3.0%
Jefferson	18,887	19,549	-662	-3.4%
Langston Hughes	27,774	28,181	-407	-1.4%
Lorain	18,549	19,377	-828	-4.3%
Martin Luther King, Jr.	32,033	29,943	2,090	7.0%
Memorial-Nottingham	28,530	34,545	-6,015	-17.4%
Mt. Pleasant	11,580	12,121	-541	-4.5%
Rice	24,305	31,109	-6,804	-21.9%
Rockport	32,466	31,277	1,189	3.8%
South	24,945	14,355	10,590	73.8%
South Brooklyn	28,988	29,368	-380	-1.3%
Sterling	15,292	16,010	-718	-4.5%
Union	15,017	15,380	-363	-2.4%
Walz	29,030	34,411	-5,381	-15.6%
West Park	37,646	40,060	-2,414	-6.0%
Woodland	18,306	19,365	-1,059	-5.5%
TOTALS	604,849	632,993	-28,144	-4.4%

**CLEVELAND PUBLIC LIBRARY
2018 COLLECTION STATISTICS**

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,820,750	379,937	3,200,687
Bound Periodicals	267,221	0	267,221
Government Documents	569,388	0	569,388
Maps	56,759	0	56,759
Microforms	4,702,368	0	4,702,368
Photographs, Pictures	1,393,505	0	1,393,505
Sheet Music	18,000	0	18,000
Sound Recordings	51,655	69,890	121,545
Video	76,957	153,221	230,178
TOTAL ITEMS	9,956,603	603,048	10,559,651

TOTAL SYSTEM TITLES: 2,587,138

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEB 2019**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	129,622	100,768	704	548	267,476	207,100	29.2%
Branches	216,430	177,524	1,110	910	458,449	383,214	19.6%
Mobile Units	3,093	4,089			6,029	6,647	-9.3%
Library for the Blind	35,361	34,453			75,568	75,915	-0.5%
OLBPD BARD	12,090	9,998			25,590	22,113	15.7%
eMedia	41,057	34,646			86,696	73,705	17.6%
TOTAL CIRCULATION	437,653	361,478			919,808	768,694	20%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	22,264	19,915	47,204	42,576	10.9%
eAudiobook	16,041	12,641	33,676	26,533	26.9%
eMusic	330	334	660	708	-6.8%
eVideo	663	550	1,354	1,278	5.9%
eMagazines	1,759	1,206	3,802	2,610	45.7%
TOTAL eCIRCULATION	41,057	34,646	86,696	73,705	17.6%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2019	2018	2019	2018	
Main Library	107	56 minutes	13,357	14,946	12,568	13,277	-5.3%
Branches	590	42 minutes	109,893	114,024	76,860	78,974	-2.7%
TOTAL USAGE	697		123,250	128,970	89,428	92,251	-3.1%

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WiFi Hotspot Checkouts	Monthly Total	Year-to-Date
	2019	2019
	611	1,301

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	27,265	28,303	148	154	54,952	56,995	-4%
Branches	146,979	138,200	754	709	287,635	293,316	-2%
TOTAL VISITS	174,244	166,503			342,587	350,311	-2.2%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR FEB 2019**

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENVET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,404	1,274	615	1,291	7,584	395	7,979
Brooklyn	2,278	843	303	550	3,974	405	4,379
Carnegie West	5,020	1,307	1,300	1,481	9,108	1,104	10,212
Collinwood	2,496	1,028	391	1,497	5,412	384	5,796
East 131st	1,698	632	241	381	2,952	254	3,206
Eastman	7,377	1,557	1,147	2,056	12,137	1,956	14,093
Fleet	4,944	1,262	659	1,471	8,336	639	8,975
Fulton	3,775	1,535	462	826	6,598	824	7,422
Garden Valley	2,074	403	134	412	3,023	250	3,273
Glenville	3,059	1,077	398	1,320	5,854	484	6,338
Harvard-Lee	2,711	793	466	854	4,824	676	5,500
Hough	3,246	864	351	768	5,229	342	5,571
Jefferson	2,674	884	752	964	5,274	628	5,902
Langston Hughes	2,867	1,178	457	1,124	5,626	514	6,140
Lorain	3,288	897	363	763	5,311	512	5,823
Martin Luther King, Jr.	2,390	906	559	1,268	5,123	542	5,665
Memorial-Nottingham	4,588	936	982	2,723	9,229	1,227	10,456
Mt. Pleasant	1,440	671	466	698	3,275	253	3,528
Rice	5,810	1,217	741	1,860	9,628	791	10,419
Rockport	9,774	1,381	1,564	2,452	15,171	1,569	16,740
South	5,892	1,042	401	798	8,133	643	8,776
South Brooklyn	7,411	1,373	1,294	2,377	12,455	1,511	13,966
Sterling	3,074	702	309	628	4,713	284	4,997
Union	2,465	742	247	817	4,271	333	4,604
Walz	5,943	1,688	984	2,029	10,644	1,060	11,704
West Park	7,409	1,419	2,490	4,338	15,656	2,032	17,688
Woodland	4,351	1,186	463	832	6,832	446	7,278
TOTAL	112,458	28,797	18,539	36,578	196,372	20,058	216,430

607

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR FEB 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	7,979	6,344	16,090	13,274	2,816	21%
Brooklyn	4,379	3,045	9,372	7,118	2,254	32%
Carnegie West	10,212	9,372	21,361	19,250	2,111	11%
Collinwood	5,796	5,488	11,389	10,735	654	6%
East 131st	3,206	3,068	7,314	6,887	427	6%
Eastman	14,093	12,792	30,920	26,270	4,650	18%
Fleet	8,975	8,527	19,207	17,785	1,422	8%
Fulton	7,422	7,980	15,323	16,559	-1,236	-7%
Garden Valley	3,273	2,538	7,092	5,261	1,831	35%
Glenville	6,338	970	14,171	5,159	9,012	175%
Harvard-Lee	5,500	6,379	11,789	13,210	-1,421	-11%
Hough	5,571	4,282	12,001	9,169	2,832	31%
Jefferson	5,902	4,889	12,302	11,078	1,224	11%
Langston Hughes	6,140	5,500	13,433	11,199	2,234	20%
Lorain	5,823	1,988	12,313	8,898	3,415	38%
Martin Luther King, Jr.	5,665	4,895	11,510	9,917	1,593	16%
Memorial-Nottingham	10,456	9,525	22,559	20,275	2,284	11%
Mt. Pleasant	3,528	3,181	7,699	6,517	1,182	18%
Rice	10,419	7,597	22,527	16,502	6,025	37%
Rockport	16,740	12,480	34,004	26,833	7,171	27%
South	8,776	6,129	18,946	12,687	6,259	49%
South Brooklyn	13,966	12,503	29,859	26,857	3,002	11%
Sterling	4,997	3,345	10,554	8,205	2,349	29%
Union	4,604	3,473	9,907	7,144	2,763	39%
Walz	11,704	10,641	24,671	22,320	2,351	11%
West Park	17,688	15,019	36,374	32,037	4,337	14%
Woodland	7,278	5,574	15,762	12,068	3,694	31%
TOTAL	216,430	177,524	458,449	383,214	75,235	20%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FEB 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	3,664	3,695	7,060	7,645	-585	-8%
Brooklyn	2,764	2,361	5,777	5,123	654	13%
Carnegie West	7,343	4,990	14,849	13,882	967	7%
Collinwood	3,720	4,837	6,792	9,154	-2,362	-26%
East 131st	6,352	6,767	11,484	12,893	-1,409	-11%
Eastman	7,086	8,202	15,041	16,774	-1,733	-10%
Fleet	6,784	7,411	14,229	15,183	-954	-6%
Fulton	4,778	5,703	9,555	11,823	-2,268	-19%
Garden Valley	3,539	3,144	6,835	6,295	540	9%
Glenville	3,974	509	8,145	4,965	3,180	64%
Harvard-Lee	5,683	6,435	10,929	12,877	-1,948	-15%
Hough	5,479	6,354	10,713	13,264	-2,551	-19%
Jefferson	4,091	3,524	8,019	7,114	905	13%
Langston Hughes	5,040	5,690	9,969	11,183	-1,214	-11%
Lorain	4,067	800	8,264	6,344	1,920	30%
Martin Luther King, Jr.	4,358	4,903	8,469	9,986	-1,517	-15%
Memorial-Nottingham	4,025	2,005	8,478	5,081	3,397	67%
Mt. Pleasant	2,539	3,068	5,006	6,343	-1,337	-21%
Rice	9,135	8,909	17,751	17,648	103	1%
Rockport	6,105	6,223	12,642	12,700	-58	0%
South	5,273	4,028	5,273	8,754	-3,481	-40%
South Brooklyn	10,406	6,695	20,083	12,632	7,451	59%
Sterling	6,782	6,049	14,181	13,669	512	4%
Union	4,703	5,421	9,351	10,363	-1,012	-10%
Walz	5,366	6,749	11,058	13,329	-2,271	-17%
West Park	7,325	6,852	14,692	13,750	942	7%
Woodland	6,598	6,876	12,990	14,542	-1,552	-11%
TOTAL	146,979	138,200	287,635	293,316	-5,681	-2%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS FEB 2019**

Branch	Total Circulation
1 West Park	17,688
2 Rockport	16,740
3 Eastman	14,093
4 South Brooklyn	13,966
5 Walz	11,704
6 Memorial-Nottingham	10,456
7 Rice	10,419
8 Carnegie West	10,212
9 Fleet	8,975
10 South	8,776
11 Addison	7,979
12 Fulton	7,422
13 Woodland	7,278
14 Glenville	6,338
15 Langston Hughes	6,140
16 Jefferson	5,902
17 Lorain	5,823
18 Collinwood	5,796
19 Martin Luther King, Jr.	5,665
20 Hough	5,571
21 Harvard-Lee	5,500
22 Sterling	4,997
23 Union	4,604
24 Brooklyn	4,379
25 Mt. Pleasant	3,528
26 Garden Valley	3,273
27 East 131st	3,206
	216,430

Branch	Attendance
South Brooklyn	10,406
Rice	9,135
Carnegie West	7,343
West Park	7,325
Eastman	7,086
Fleet	6,784
Sterling	6,782
Woodland	6,598
East 131st	6,352
Rockport	6,105
Harvard-Lee	5,683
Hough	5,479
Walz	5,366
South	5,273
Langston Hughes	5,040
Fulton	4,778
Union	4,703
Martin Luther King, Jr.	4,358
Jefferson	4,091
Lorain	4,067
Memorial-Nottingham	4,025
Glenville	3,974
Collinwood	3,720
Addison	3,664
Garden Valley	3,539
Brooklyn	2,764
Mt. Pleasant	2,539
	146,979

Branch	Population	
	2010	2000
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet*	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway*		1,966
	388,323	473,177

*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEB 2019**

OTHER TRANSACTIONS

Loans* to:

	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
CLEVNET	68,068	58,086	142,019	119,913	18%
Other Libraries	440	523	1,019	1,048	-3%
TOTAL	68,508	58,609	143,038	120,961	18%

*Totals included in Main Library and Branch circulation counts

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Projected	12,863	14,657	26,146	31,887	-18%
Mail and Email Reference	815	44	909	435	109%
Interlibrary Loan Requests	823	1,115	1,747	2,281	-23%
TOTAL	14,501	15,816	28,802	34,603	-17%

**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
New Titles Added	4,566	4,152	9,693	8,714	11%
Total Items Added	19,524	19,804	36,635	40,133	-9%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Main Library	184	184	384	384	0%
Branches	5,265	5,265	10,944	10,989	0%

**OHIO BRAILLE & AUDIO
READING DOWNLOAD (BARD)**

	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Downloads	12,090	9,998	25,590	22,113	16%
Users	643	626	1,310	1,282	2%

Included in circulation activity